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FOR THE PEOPLE
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OF
THE AMERICAN MUSEUM
OF
NATURAL HISTORY



Published

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LIBRARY
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THE AMERICAN MUSEUM OF NATURAL HISTORY

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CHARTER
CONTRACT WITH THE CITY OF NEW YORK
CONSTITUTION
BY-LAWS
RULES AND REGULATIONS

I

NEW YORK

1912

THE AMERICAN MUSEUM
OF NATURAL HISTORY

CHARTER
CONTRACT WITH THE CITY OF NEW YORK
CONSTITUTION
BY-LAWS
RULES AND REGULATIONS

Approved and Adopted by the Board of Trustees
February 5, 1912

As Amended and Revised to February 5, 1912

NEW YORK

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19-78288- Jan. 4

INCORPORATION

AN ACT

TO INCORPORATE THE

AMERICAN MUSEUM OF NATURAL HISTORY

Passed April 6, 1869

The People of the State of New York, represented in Senate and Assembly, do enact as follows :

SECTION 1. John David Wolfe, Robert Colgate, Benjamin H. Field, Robert L. Stuart, Adrian Iselin, Benjamin B. Sherman, William A. Haines, Theodore Roosevelt, Howard Potter, William T. Blodgett, Morris K. Jesup, D. Jackson Steward, J. Pierpont Morgan, A. G. P. Dodge, Chas. A. Dana, Joseph H. Choate and Henry Parish, and such persons as may hereafter become members of the Corporation hereby created, are hereby created a body corporate, by the name of "The American Museum of Natural History," to be located in the City of New York, for the purpose of establishing and maintaining in said city a Museum and Library of Natural History; of encouraging and developing the study of Natural Science; of advancing the general knowledge of kindred subjects, and to that end of furnishing popular instruction.*

SEC. 2. Said Corporation shall have power to make and adopt a Constitution and By-Laws, and to make rules and regulations for the admission, suspension and expulsion of its members, and their government, the number and election of its officers, and to define their duties, and for the safe keeping of its property, and, from time to time, to alter and modify such Constitution, By-Laws, Rules and Regulations. Until

an election shall be held pursuant to such Constitution and By-Laws, the persons named in the first section of this Act shall be, and are hereby declared to be, the Trustees and Managers of said Corporation and its property.

SEC. 3. Said Corporation may take and hold by gift, devise, bequest, purchase or lease, either absolutely or in trust, for any purpose comprised in the objects of the Corporation, any real or personal estate, necessary or proper for the purposes of its incorporation.†

SEC. 4. Said Corporation shall possess the general powers, and be subject to the restrictions and liabilities, prescribed in the Third Title of the Eighteenth Chapter of the First Part of the Revised Statutes, and shall be and be classed as an educational corporation.*

SEC. 5. This Act shall take effect immediately.

STATE OF NEW YORK, } ss.:
OFFICE OF THE SECRETARY OF STATE.

I have compared the preceding with the original law on file in this office, and do hereby certify that the same is a correct transcript therefrom, and of the whole of said original law.

Given under my hand and seal of Office at the City of Albany,
[I. S.] this fourteenth day of April, in the year one thousand
eight hundred and sixty-nine.

D. WILLERS, Jr., *Deputy Secretary of State.*

† Section 3. As amended by Chapter 303, Laws of 1898, of the State of New York, entitled "An Act to amend chapter one hundred and nineteen, laws of eighteen hundred and sixty-nine, entitled 'An Act to incorporate the American Museum of Natural History,' relative to its charter."

* Sections 1 and 4. As amended by Chapter 162 of the Laws of 1909, entitled "An Act to amend chapter one hundred and nineteen of the laws of eighteen hundred and sixty-nine, entitled 'An Act to incorporate the American Museum of Natural History,' in relation to classifying said corporation and modifying its corporate purposes."

CONTRACT

WITH THE DEPARTMENT OF PUBLIC PARKS

FOR THE OCCUPATION OF THE NEW BUILDING

THIS AGREEMENT, made and concluded on the twenty-second day of December, in the year one thousand eight hundred and seventy-seven, between the DEPARTMENT OF PUBLIC PARKS OF THE CITY OF NEW YORK, the party of the first part, and the AMERICAN MUSEUM OF NATURAL HISTORY, party of the second part, witnesseth:

Whereas, by an Act of the Legislature of the State of New York, passed April 22d, 1876, entitled "An Act in relation to the powers and duties of the Board of Commissioners of the Department of Public Parks, in connection with the American Museum of Natural History, and the Metropolitan Museum of Art," the said party of the first part is authorized and directed to enter into a contract with the said party of the second part, for the occupation by it of the buildings erected or to be erected on that portion of the Central Park in the City of New York, known as Manhattan Square, and for transferring thereto and establishing and maintaining therein its museum, library and collections, and carrying out the objects and purposes of said party of the second part; and,

Whereas, a building contemplated by said act has now been erected and nearly completed and equipped in a manner suitable for the purposes of said Museum, as provided in the first section of the Act of May 15, 1875, known as Chapter 351, of the Laws of 1875, for the purpose of establishing and maintaining therein the said Museum, as provided by the said last-named act, and by the Act of April 5, 1871, known as Chapter 290, of the Laws of 1871; and,

Whereas, it is desired as well by the said party of the first part, as by the said party of the second part, that, immediately upon the completion and equipment of said building, the said party of the second part should be established therein, and should transfer thereto its museum, library and collections, and carry out the objects and purposes of the said party of the second part;

Now, therefore, it is agreed by and between the said parties as follows, namely:

First.—That the said party of the first part has granted and demised and let, and doth, by these presents, grant, demise and let, unto the said party of the second part, the said buildings and the appurtenances thereunto belonging, to have and to hold the same so long as the said party of the second part shall continue to carry out the objects and purposes defined in its charter; or such other objects and purposes as by any future amendment of said charter may be authorized; and shall faithfully keep, perform, and observe the covenants and conditions herein contained on its part to be kept, performed and observed, or until the said building shall be surrendered by the said party of the second part, as hereinafter provided.

Secondly.—That neither the party of the first part, its successor or successors, nor the Mayor, Aldermen and Commonalty of the City of New York, shall be in any manner chargeable or liable for the preservation of the said building or the property of the party of the second part which may be placed therein, against fire, or for any damage or injury that may be caused by fire to the said property; but it is agreed that, damages as aforesaid excepted, the said party of the first part will keep said building, from time to time, in repair.

Thirdly.—That as soon after the completion and equipment of said building as practicable, said party of the second part shall transfer to, and place and arrange in said building, its museum, library and collections, or such portion thereof as can be properly displayed to the public therein, and shall have and enjoy the exclusive use of the whole of said building,

subject to the provisions herein contained, and the rules and regulations herein prescribed, during the continuance of the term granted, or until a surrender thereof, as herein provided.

Fourthly.—That the exhibition halls of said building shall, on Wednesday, Thursday, Friday and Saturday of each week, and on all legal or public holidays, except Sundays, be kept open and accessible to the public, free of charge, from nine o'clock A.M. until half an hour before sunset, under such rules and regulations as the party of the second part shall from time to time prescribe; but on the remaining days of the week the same shall be only open for exhibition to such persons, upon such terms as the said party of the second part shall from time to time direct. But all professors and teachers of the public schools of the City of New York, or other institutions of learning in said city, in which instruction is given free of charge, shall be admitted to all the advantages afforded by the said party of the second part, through its museum, library, apparatus, and collections, or otherwise, for study, research and investigation, free of any charge therefor, and to the same extent and on the same terms and conditions as any other persons are admitted to such advantages, as aforesaid.

Fifthly.—That the museum, library and collections, and all other property of said party of the second part, which shall or may be placed in said building, shall continue to be and remain absolutely the property of said party of the second part, and neither the said party of the first part nor the said the Mayor, Aldermen and Commonalty, shall by reason of said property being placed in said building, or continuing therein, have any right, title, property or interest therein; nor shall the said party of the second part, by reason of its occupation and use of said building under this agreement, acquire, or be deemed to have any right, title, property or interest in said building, except so far as expressly granted by this agreement.

Sixthly.—That the said party of the second part shall, on or before the first day of May, in every year, during the continuance of this agreement, submit to the said party of the first part, its successor or successors, a detailed printed report of the

operations and transactions of the said party of the second part, and all its receipts and payments, for the year ending with the 31st day of December next preceding.

Seventhly.—That said party of the first part shall have, at all times, access to every part of the said building for general visitation and supervision, and also for the purpose of the performance of the duties devolved upon it by the laws of the State of New York, or of the City of New York. That the police powers and supervision of said party of the first part shall extend in, through and about said building. That the said party of the second part may appoint, direct, control and remove all persons employed within said building, and in and about the care of said building, and the museum, library and collections therein contained.

Eighthly.—That said party of the second part may, at any time, after the expiration of three, and before the expiration of six, months from the date of the service of a notice in writing to said party of the first part, its successor or successors, or to the Mayor of the City of New York, of its intention so to do, quit and surrender the said premises and remove all its property therefrom; and upon and after such notice, the said party of the second part shall and will, at the expiration of the said six months, quietly and peaceably yield up and surrender unto the said party of the first part and its successors all and singular the aforesaid demised premises. And it is expressly understood and agreed by and between the parties hereto that if the said party of the second part shall omit to do, perform, fulfill or keep any or either of the covenants, articles, clauses and agreements, matters and things herein contained, which on its part are to be done, performed, fulfilled or kept, according to the true intent and meaning of these presents, then and from thenceforth this grant and demise shall be utterly null and void. And in such case it shall and may be lawful for said Department to serve or cause to be served on the said party of the second part a notice in writing declaring that the said grant hereinbefore made has become utterly null and void and thereupon the said party of the first part, its successor or successors (ninety days' time being first given to the said party

of the second part to remove its property therefrom), may reënter, and shall again have, repossess and enjoy the premises aforementioned, the same as in their first and former estate, and in like manner as though these presents had never been made, without let or hindrance of the said party of the second part, anything here contained to the contrary notwithstanding.

Ninthly.—And it is further expressly understood and agreed, by and between the parties hereto, that this agreement may be wholly canceled and annulled, or, from time to time, altered, or modified, as may be agreed, in writing, between the said parties, or their successors, anything herein contained to the contrary in anywise notwithstanding.

In witness whereof, the party of the first part hath caused this agreement to be executed by their President and Secretary, pursuant to a resolution of the Board of Commissioners of said Department, adopted at a meeting held on the thirtieth day of January, in the year of our Lord one thousand eight hundred and seventy-eight; and the said party of the second part hath caused the same to be executed by their President, and their official seal affixed thereto, pursuant to a resolution of the Trustees of the American Museum of Natural History, adopted at a meeting held on the twelfth day of February, in the year of our Lord one thousand eight hundred and seventy-seven.

In presence of

D. PORTER LORD.

JAMES F. WENMAN,

*President Department of Public Parks
of the City of New York.*

WILLIAM IRWIN,

*Secretary Department of Public Parks
of the City of New York.*

ROBERT L. STUART,

*President American Museum of
Natural History.*

SEAL
of the American
Museum of
Natural History

STATE OF NEW YORK, }
City and County of New York, } ss. :

On this 12th day of February, in the year 1878, before me personally came James F. Wenman, President of the Department of Public Parks of the City of New York, and William Irwin, Secretary of the said Department of Public Parks, with both of whom I am personally acquainted, and both of whom being by me duly sworn, said that they reside in the City and County of New York ; that the said James F. Wenman is the President, and the said William Irwin is the Secretary of the said Department of Public Parks, and that they signed their names to the foregoing agreement by order of the Board of Commissioners of the said Department of Public Parks, as such President and Secretary.

[SEAL.]

W. C. BESSON,
(73) *Notary Public N. Y. Co.*

STATE OF NEW YORK, }
City and County of New York, } ss. :

On this 12th day of February, in the year 1878, before me personally came Robert L. Stuart, the President of the American Museum of Natural History, with whom I am personally acquainted, who being by me duly sworn, said that he resides in the City and County of New York, that he is the President of the American Museum of Natural History, and that he knows the corporate seal of said museum, that the seal affixed to the foregoing agreement is such corporate seal, that it is affixed thereto by order of the Board of Trustees of said American Museum of Natural History, and that he signed his name thereto by the like order, as President of said Museum.

[SEAL.]

W. C. BESSON,
(73) *Notary Public N. Y. Co.*

Recorded in the office of the Register of the City and County of New York in Liber 1426 of Cons., page 402, February 16, A. D. 1878, at 9 o'clock A.M., and examined.

Witness my hand and official seal,

[SEAL.]

FREDERICK W. LOEW,
Register.

NOTE.—July 25, 1892, by consent of the Trustees, section fourth was modified to enable the Trustees to open the Museum free to the public "throughout the year, excepting Mondays, but including Sunday afternoons and two evenings of each week."

June 29, 1893, by consent of the Trustees, section fourth was modified to enable the Trustees to open the Museum free of charge to the public "throughout the year for five days in each week, one of which shall be Sunday afternoon, and also two evenings of each week."

CONSTITUTION
OF THE
AMERICAN MUSEUM OF NATURAL HISTORY
IN THE CITY OF NEW YORK

REVISED AND AMENDED TO FEBRUARY 5, 1912

ARTICLE I

This Corporation shall be styled THE AMERICAN MUSEUM OF NATURAL HISTORY.

ARTICLE II

The several persons named in the charter, and such others as they may add to their number, which shall not exceed twenty-five in all at one time, and in addition, the Mayor, the Comptroller, and the President of the Department of Public Parks, of the City of New York, for the time being, *ex-officio*, shall be the Trustees to manage the affairs, property and business of the Corporation.

The members of the Board of Trustees holding office at the time of the regular quarterly meeting of November, 1905, shall then, or at the first meeting of the Board thereafter, be divided by lot into five classes of five members each, to serve for the terms of one, two, three, four and five years respectively from the date of the annual meeting of February, 1906. The Board of Trustees at each annual meeting thereafter, or an adjournment thereof, shall by ballot, by a majority vote of the Trustees present at the meeting, elect five Trustees to supply the places of the class whose term expires at that meeting; said newly elected Trustees to hold office for five years or until their successors are elected. In case of a vacancy in the Board by death, resignation, disqualification or otherwise, the vacancy shall be filled by ballot, in like manner, by the Board of Trustees at any regular meeting or special meeting, for the unexpired term. No person shall be eligible for election as Trustee unless his name shall be presented by the Nominating Committee at a regular or special meeting of the

Board previous to the meeting at which his name shall be acted upon. Written notice of such election and the vacancy to be filled shall be sent to the Trustees at least one week prior to said meeting.

ARTICLE III

The Trustees shall meet regularly, on the first Monday of every February and May, and the second Monday of November, at an hour and place to be designated, on at least one week's written notice from the Secretary, and shall annually, at the regular meeting in February, elect the officers and committees for the ensuing year. They shall also meet at any other time to transact special business on a call of the Secretary, who shall issue such call whenever requested so to do, in writing, by five Trustees, or by the President, and give written notice to each Trustee of such special meeting, and of the object thereof, at least three days before the meeting is held.

ARTICLE IV

SECTION 1. The officers of said Corporation shall be a President, a First Vice-President, a Second Vice-President, a Treasurer and a Secretary, who shall be elected from among the Trustees. These officers shall be elected by ballot, and the persons having a majority of the votes cast shall be deemed duly elected. They shall hold their offices for one year or until their successors shall be elected.

SEC. 2. The Board of Trustees shall appoint each year, in such manner as it may direct, the following Standing Committees: an Executive Committee, an Auditing Committee, a Finance Committee and a Nominating Committee. These Committees are all to be elected from the Trustees, and the members shall hold office for one year or until their successors shall be elected.

The Board of Trustees shall also have authority to appoint such other committees or officers as they may at any time deem desirable, and to delegate to them such powers as may be necessary.

The Board of Trustees shall have power to appoint a Director who, acting under the authority and control of the President, shall be the chief administrative officer of the Museum; but shall not be a member of the Board. He shall hold office during the pleasure of the Board.

ARTICLE V

SECTION 1. The President shall have the general supervision, direction and control of the affairs of the Corporation, and shall preside at all the meetings of the Museum and of the Trustees. In his absence or inability to act, the First or Second Vice-President shall act in his place, or in the absence of these officers, a Trustee appointed by the Executive Committee.

SEC. 2. The Secretary shall be present, unless otherwise ordered by the Board, at all the meetings of the Museum and Trustees, of the Executive Committee and such other Committees as the Board may direct. He shall keep a careful record of the proceedings of such meetings, shall preserve the seal, archives and correspondence of the Museum, shall issue notices for all meetings of the Trustees and various committees, and shall perform such other duties as the Board may direct.

The Board of Trustees shall have power to appoint an Assistant Secretary, who, under its direction, shall perform the duties of the Secretary in his absence or inability to act. The Assistant Secretary shall be an administrative officer of the Museum and shall act under the direction of the President or the Secretary. He shall hold office during the pleasure of the Board.

SEC. 3. The Treasurer shall receive and disburse the funds of the Museum. He shall report in writing, at each regular meeting of the Trustees, the balance of money on hand, and the outstanding obligations of the Museum, as far as practicable; and shall make a full report at the annual meeting of the receipts and disbursements of the past year, with such

suggestions as to the financial management of the Museum as he may deem proper.

The Board of Trustees shall have power to appoint an Assistant Treasurer, who shall perform such duties as it may direct, and who shall hold office during its pleasure.

SEC. 4. The accounts of the Museum shall be kept at the General Office, in books belonging to it, which shall at all times be open to the inspection of the Trustees.

ARTICLE VI

The Executive Committee shall consist of nine Trustees, the President, the Secretary and the Treasurer *ex-officio* and six others, to be appointed each year in the manner provided in Article IV. They shall have the control and regulation of the collections, library and other property of the Museum; and shall have power generally to conduct the business of the Museum, subject to the approval of the Board. Five members of the Committee shall constitute a quorum for the transaction of business.

ARTICLE VII

The Auditing Committee shall consist of three Trustees. They shall have the books of the Museum duly audited, at least once in six months, by an authorized public accountant to be selected by them.

ARTICLE VIII

The Finance Committee shall consist of five Trustees, the Treasurer *ex-officio* and four others to be elected each year in the manner provided in Article IV. They shall have general charge of the moneys and securities of the Endowment and other permanent funds of the Museum, and such real estate as may become the property of the Corporation, with authority to invest, sell and reinvest the same, subject to the approval of the Board of Trustees.

Three members shall constitute a quorum.

ARTICLE IX

The Nominating Committee shall be composed of three Trustees, to whom shall be first submitted the names of any persons proposed as candidates for election to membership in the Board of Trustees. The Committee shall report on such candidates from time to time, as it may deem to be for the interest of the Museum. A fortnight before the annual meeting they shall prepare and mail to each member of the Board of Trustees a list of the candidates for officers and Trustees to be balloted for at the said meeting.

ARTICLE X

Nine Trustees shall constitute a quorum for the transaction of business, but five Trustees meeting may adjourn and transact current business, subject to the subsequent approval of a meeting at which a quorum shall be present.

ARTICLE XI

By-Laws may be made from time to time by the Trustees providing for the care and management of the property of the Corporation and for the government of its affairs, and may be amended at any meeting of the Trustees by a vote of a majority of those present, after a month's notice in writing of such proposed amendment.

ARTICLE XII

Any person contributing or devising \$50,000 in cash, securities or property to the funds of the Museum may be elected a Benefactor of the Museum.

Any person contributing \$10,000 to the funds of the Museum, at one time, may be elected an Associate Benefactor of the Museum, who after being so elected shall have the right in perpetuity to appoint the successor in such associate benefactorship.

Any person contributing \$1,000 to the funds of the Museum, at one time, may be elected a Patron of the Museum, who

after being so elected shall have the right in perpetuity to appoint the successor in such patronship.

Any person contributing \$500 to the funds of the Museum, at one time, may be elected a Fellow of the Museum, who after being so elected shall have the right to appoint one successor in such fellowship.

No appointment of a successor shall be valid unless the same shall be in writing, endorsed on the certificate, or by the last will and testament.

Any person contributing \$100 to the funds of the Museum, at one time, may be elected a Life Member of the Museum.

Any person may be elected to the above degrees, who shall have given to the Museum books or specimens, which shall have been accepted by the Executive Committee, or by the President, to the value of twice the amount in money requisite to his admission to the same degree.

Benefactors, Associate Benefactors, Patrons, Fellows and Life Members shall be elected by the Board of Trustees or by the Executive Committee, and the President and Secretary shall issue diplomas accordingly under the seal of the Museum.

In recognition of scientific services rendered, the Trustees may also elect Honorary Fellows of the Museum in their discretion.

ARTICLE XIII

Any Trustee who shall fail to attend three consecutive regular meetings of the Board shall cease to be a Trustee, unless excused by the Board.

ARTICLE XIV

No alterations shall be made in this Constitution, unless at a regular meeting of the Trustees, or at a special meeting called for this purpose; nor by the votes of less than a majority of all the Trustees; nor without notice in writing of the proposed alterations, embodying the amendment proposed to be made, having been given at a previous regular meeting.

BY-LAWS

REVISED AND AMENDED TO FEBRUARY 5, 1912

I

If any Trustee shall accept a salary from this Corporation he shall thereby be disqualified for the time being from acting as a Trustee thereof; provided, that the Board of Trustees shall have power to suspend the operation of this law in any special case.

II

Any vacancies occurring in the membership of the several committees during the interval between the regular meetings of the Board of Trustees may be filled at a regular meeting of the Executive Committee, until the next meeting of the Board.

III

The regular meetings of the Executive Committee shall be held on the third Wednesday of each month, but special meetings may be held at any other time on a two days' call issued by order of the President, or at the request of three of its members.

IV

All bequests or legacies, not especially designated, and all membership fees, excepting Annual and Sustaining Membership fees, shall hereafter be applied to the *Permanent Endowment Fund*, the interest only of which shall be applied to the use of the Museum as the Board shall direct.

V

SECTION 1. No indebtedness (other than for current expenses) shall be incurred by any committee, officer or employee of the Museum, except as provided for in the Constitution.

SEC. 2. No bills shall be paid unless approved by the Director or, in his absence, the Assistant Secretary, and countersigned by one of the following named Trustees: President, Chairman of the Executive Committee, or Treasurer.

SEC. 3. The accounts of the Museum shall be under the care of a Bursar, who, on recommendation of the President and the Treasurer, shall be appointed by the Board of Trustees and be under its direction. He shall give such bonds for the faithful performance of his duties as the Board may direct, and shall hold office during the pleasure of the Board. The Bursar, acting under the direction of the President or Treasurer, shall be the official representative of the Treasurer at the Museum, and as such shall be the head of the Treasurer's office there.

VI

The Board of Trustees shall have power to appoint, on recommendation of the Director, a Superintendent of Building and such other officers as may be deemed necessary, who, acting under the instruction of the Director, shall have charge of the construction, maintenance, alterations and repairs of the buildings, and shall be responsible for their sanitary condition. They shall hold office during the pleasure of the Board.

VII

The Board of Trustees shall have power to appoint a Registrar, who, acting under the instruction of the Director or Assistant Secretary, shall inspect all incoming and outgoing shipments, and shall attend to the details of matters relating to customs.

VIII

Benefactors, giving \$50,000, are each entitled to 1 Subscriber's Ticket, 10 Complimentary Season Tickets and 10 Tickets for a single admission.

Associate Benefactors, giving \$10,000, are each entitled to 1 Subscriber's Ticket, 10 Complimentary Season Tickets and 10 Tickets for a single admission.

Patrons, giving \$1,000, are each entitled to 1 Subscriber's Ticket, 5 Complimentary Season Tickets and 10 Tickets for a single admission.

Fellows, giving \$500, are each entitled to 1 Subscriber's Ticket and 10 Tickets for a single admission.

Life Members, giving \$100, are each entitled to 1 Subscriber's Ticket and 7 Tickets for a single admission.

Sustaining Members, paying \$25 yearly, are each entitled to 1 Subscriber's Ticket and 5 Tickets for a single admission.

Annual Members, paying \$10 yearly, are each entitled to 1 Subscriber's Ticket and 4 Tickets for a single admission.

NOTE.—A Subscriber's Ticket admits to the Members' Room, also to all Receptions and Special Exhibitions, and may be used by any member of the Subscriber's family.

The Single Admission Tickets admit the bearers to the Members' Room, and are issued to Subscribers for distribution among friends and visitors.

RULES AND REGULATIONS

OF THE

SCIENTIFIC AND ADMINISTRATIVE DEPARTMENTS

Revised and Amended to February 5, 1912

In effect February 5, 1912

The general administration of the Museum is regulated by the President, as set forth in Article V of the Constitution. The powers and duties of the officers and employees, as thus regulated, are tabulated in the following rules and regulations. The welfare and growth of any institution depend in large measure upon the coöperation of its component parts, and it is expected that the heads of departments and all persons subject to their authority will unite cordially in a loyal observance of these regulations.

DUTIES OF OFFICERS AND EMPLOYEES

The work of the Museum is carried on under A SCIENTIFIC STAFF and AN ADMINISTRATIVE STAFF, both of which are responsible to the Trustees through the Director and the Assistant Secretary.

DIRECTOR

The Director, acting under the authority and control of the President, shall be the chief administrative officer, in immediate charge of, and responsible to him and to the Trustees for the practical and scientific administration and development of the Museum.

He shall be the official medium of communication between the Board, or its Committees, and the Scientific Staff.

He shall supervise the work of the several administrative and scientific departments, preside at the meetings of the Faculty in the absence of the President, assign exhibition, laboratory and storage room, apportion such material as may come to the Museum through purchase or donation, and have discretionary power over all gifts, loans, purchases or exchanges

of specimens, his action in such matters to be submitted to the Trustees for approval.

He shall have general charge of the arrangement of all the exhibitions and exhibition halls, plans for which shall be duly submitted to him by the Curators before adoption.

He shall have sole charge of the Division of Printing, of the Department of Preparation, and of such other departments as may be assigned to him by the President.

He shall have authority to purchase such material and engage such services as are provided for by the Annual Budget or authorized by vote of the Executive Committee.

He shall have authority and power to appoint and remove employees, except as otherwise provided in the Constitution, By-Laws or Rules and Regulations.*

At the approach of each fiscal year, the Director shall present to the President a detailed statement, or Budget, of the probable expenditures of the several departments for that year, and shall make such recommendations as will tend to develop the institution, extend its influence and increase its usefulness. This statement, duly revised, amended and approved by the President, shall by him be presented to the Board of Trustees for official approval and adoption.

At the close of each year the Director shall present from himself and the head Curators a written report to the President, giving a full account of the general development of the institution and of its various departments for that year, and of the expenditures classified in accordance with the details of the Budget. Supplementing this report, he shall call attention to such major repairs, alterations, improvements and additions as cannot be made under the regular annual appropriation.

In the absence of the Secretary or Assistant Secretary, the Director is empowered to make entries at the Custom House, to take the required oath for all packages from foreign countries intended for the Museum and to attend to similar formalities in regard to material sent from the Museum.

In the absence of the Director, his duties shall devolve upon such officer or officers as the President may appoint.

* The positions provided for in the Constitution, By-Laws or Rules and Regulations include those of the Director, the Assistant Secretary, the Assistant Treasurer, the Bursar, the Registrar, the Superintendent of Building, the Chief of Construction, the Chief Engineer and the Curators, including Associate and Assistant Curators.

I. THE SCIENTIFIC STAFF

At the head of the Scientific Staff is the Director, whose duties are defined in the preceding section.

The scientific departments of the Museum as at present constituted shall be designated as follows:

DEPARTMENTS

Geology and Invertebrate Palæontology
Mineralogy
Invertebrate Zoölogy
Ichthyology and Herpetology
Mammalogy and Ornithology
Vertebrate Palæontology
Anthropology
Physiology
Public Health
Woods and Forestry
Books and Publications
Public Education

Curators, by virtue of their official titles, shall be the recognized heads of their respective departments, and they shall be responsible to the Director for the proper care of the collections in such departments and for the work and attendance of their assistants.

Curators, including Associate and Assistant Curators, shall be appointed by the Board of Trustees, such appointments being renewable annually at the February meeting of the Board. The power to accept resignations and to suspend and remove Curators, including Associate and Assistant Curators, shall rest with the President, his action in such matters to be subject to the approval of the Board of Trustees.

The Faculty of the Museum shall consist of the Director and the head Curators of the scientific departments.

Monthly meetings of the Faculty shall be held to consider the details of the scientific work of the Museum, to coördinate the several departments, to devise methods of coöperation, to discuss methods of installation, exhibition and exchange and to consider special lines of research and matters of general or special scientific importance.

Copies of the minutes shall be sent to the Director's office.

Departmental staff meetings, for the discussion of the work of the several departments, shall be held each month, at which the head Curators of the departments shall preside, appointing a secretary who shall keep in duplicate the minutes of the proceedings; one copy to be retained in the department, and one copy to be filed with the Director.

The Publication Committee shall consist of the head Curators and the Editor of the Journal. The Committee shall select its own officers and shall consider all matters connected with the scientific publications of the Museum, and shall refer to the Director for his approval such articles as it may recommend for publication. It shall hold monthly meetings and shall send copies of the minutes of its proceedings to the Director.

Curators shall have charge of the installation of collections in the exhibition space assigned to them by the Director, and they shall identify, catalogue and label the same. That there may be uniformity of style and system in the matter of the arrangement of collections and of labeling throughout the Museum, Curators and others are required to consult with the Director in this branch of their activity and to submit general plans for his approval.

The Curators shall extend all proper facilities to visiting scientists and students. They shall keep thoroughly posted in regard to the development of the several sciences which they represent and of the methods of installation and exhibition adopted in other museums.

They shall submit requisitions to the Director for all material and extra service needed in their respective departments and, without the written approval of the Director, SHALL ISSUE NO ORDER OBLIGATING THE MUSEUM IN ANY WAY. They shall not store or install material that is insufficiently preserved, and they shall not discard or exchange material without the approval of the Director. No specimens shall be taken or sent from the building without the permission of the Director, and Curators shall be held responsible for the safe return of all material temporarily removed.

Curators, in arranging for the shipment to the Museum of specimens or collections, must explicitly advise their correspondents to address the same to the Museum only and not to any person employed therein.

In case of foreign incoming shipments they shall request that consular invoice be forwarded whenever practicable.

Advices of incoming and outgoing shipments, bills of lading and consular invoices and any other material pertaining thereto necessary for the clearance of material from the Customs or from the Transportation Companies shall be sent to the Assistant Secretary.

A list of the contents of packages to be forwarded to other institutions or persons for loan, study, sale, exchange or gift, as well as of all packages received by Curators for the Museum, shall be forwarded to the Director at the time of shipment or receipt on forms provided for the purpose.

Each Curator shall be advised by the Director of the annual appropriation for his department, and on request shall be furnished with a list of the financial outlays charged to his department budget.

The Curators shall have charge of the preparation of the publications relating to the material in their departments, subject to the general regulations covering the publications of the Museum.

Each Curator shall prepare, and address to the Director a quarterly report covering the general scientific and administrative work in his department, the specimens or collections received, the location of his field parties and the time and attendance of his assistants. At the end of each year each Curator shall submit to the Director a history of his department for the previous twelve months and recommendations for its maintenance and development for the ensuing year.

No head of department or assistant while in the employ of the Museum shall own a private collection of specimens unless permitted to do so by the Board of Trustees.

Curators and Assistant Curators shall not absent themselves from the Museum (except for illness or with the consent of the Director) during the prescribed hours of duty. Applications for leave of absence, or annual vacation, shall be made in writing and addressed to the Director; and notice shall also be given him at the time of departure and return.

The Curator of Books and Publications, acting under the Director, shall receive, acknowledge, stamp, catalogue, classify and be responsible for all books, pamphlets, maps

and kindred material coming to the Museum, and shall formulate, with the approval of the Director, such rules and regulations respecting the loan and withdrawal of books, etc., as will render the Library of service and instruction to officers, investigators and the general public. He shall keep a record of all accessions, whether obtained by purchase, gift or exchange, and shall enter the estimated value of all material placed in his custody.

A specialist in any branch of natural science who is rendering gratuitous service to the Museum may be appointed an Honorary Curator by the Board for the current year, subject to reappointment at the next annual meeting of the Board.

A Curator who has served continuously for twenty years may be appointed by the Board *Curator Emeritus* of his department.

All incoming mail shall be received by the Assistant Secretary and distributed to the heads of departments, and unless otherwise arranged all communications relating to the affairs of the Museum shall not be retained by the head of the department for a period longer than one year. At the expiration of this period, said correspondence shall be placed with the permanent records of the institution.

All communications of an official nature leaving the Museum under seal shall be handed first to the Assistant Secretary, who will stamp, register and forward the same to the government mail.

Copies of all outgoing communications shall be filed with the Assistant Secretary, and shall be deposited with the permanent records.

Copies of such official letters as may be written by officers, when absent from the building or in the field, shall be sent immediately to the Museum for record.

For purposes of information and record, all correspondence between the administrative officers and the scientific departments shall be transmitted through the Assistant Secretary's office.

No communication soliciting financial assistance or donations of any kind, and no written article based upon collections in the Museum, or explorations conducted by the Museum, shall be issued without the approval of the President or the Director. All photographs, negatives, electrotypes, etc., belonging to the Museum, shall be placed in the Department of Public Education.

II. THE ADMINISTRATIVE STAFF

DIRECTOR

At the head of the Administrative Staff is the DIRECTOR, whose duties are earlier defined.

ASSISTANT SECRETARY

The Assistant Secretary shall be an administrative officer and act under the direction of the President or the Secretary.

He shall be the custodian of all documents, records, correspondence and accounts excepting the current financial records in the custody of the Bursar.

He shall keep the minutes of the meetings of the Trustees and of such Committees as the President or the Secretary may direct. He shall issue notices for said meetings.

He shall receive and distribute the official mail. He shall prepare for the signature of the President, Secretary or Director such letters and documents as may be desired.

For purposes of information and record, copies of official correspondence from departments, including official correspondence of the President and the Director, shall be filed with the Assistant Secretary.

He shall be responsible for the keeping of the records pertaining to Membership. He shall see that bills for Membership dues are sent out and shall take such steps to increase Membership as the President or the Secretary may direct.

He shall keep the Director informed of all official correspondence affecting the internal administration of the Museum.

For purposes of information, he shall receive all requisitions for materials or services and shall submit the same to the Director for approval.

He shall submit to the Director orders for signature and the bills prepared by the Bursar for payment.

He shall supply the Bursar with full information and data necessary for the proper classification of bills.

He is empowered to make entries at the Custom House, to take the required oath for all packages from foreign countries intended for the Museum and to attend to similar formalities in regard to material sent from the Museum. He shall perform such other duties as may be assigned to him

from time to time by the President or the Secretary. In his absence, his duties shall be performed by such officer or person as the President may appoint.

ASSISTANT TREASURER

Subject to the instructions of the President or the Treasurer, the Assistant Treasurer shall be the official custodian of the funds, exclusive of the Endowment and Investment Funds.

The Assistant Treasurer in examining all bills and bill sheets submitted shall ascertain that each "bill sheet" and bill has been duly approved by the authorized officers, and shall draw checks against the proper accounts for the amounts on the bill sheets to the order of the Bursar in payment of said bills attached.

Monthly, or as often as practicable, the Assistant Treasurer shall examine the accounts, books, records, etc., of the Bursar and report in writing to the Treasurer on the condition thereof.

BURSAR

The Bursar, acting under the direction of the President or the Treasurer, shall be the official representative of the Treasurer at the Museum and as such shall be the head of the Treasurer's office there.

The Bursar shall keep the detailed accounts of the Museum in a manner approved by the Treasurer and shall be the custodian of the current books pertaining thereto. All other financial records, books, etc., shall be in the custody of the Secretary.

He shall receive and receipt for all moneys coming to the Museum (excepting interest on invested funds, which shall be collected by J. P. Morgan & Co. and deposited direct with the Assistant Treasurer) and shall deposit said moneys in the respective accounts as he may be directed.

He shall prepare such financial statements and estimates as may be required by the President, the Treasurer, the Director or the Assistant Secretary.

Copies of all orders, contracts or other financial obligations of the Museum shall be filed with the Bursar.

He shall keep a list of all property, including scientific apparatus and field equipment, belonging to the Museum.

The Bursar shall have a Temporary Working Fund of \$7,500 for the purpose of making emergency payments and for

temporary salary loans. He shall be able to show at any time the full amount of the fund as cash on hand and authorized subvouchers awaiting reimbursement.

On or before the tenth day of the month he shall submit to the Assistant Treasurer a written statement of the condition of the Temporary Working Fund on the last day of the preceding month.

The Bursar, acting under the direction of the President, Director or Assistant Secretary, shall prepare and classify according to the adopted Budget all payrolls and bills for approval by the Director, and he shall keep the Director and the Assistant Secretary informed of the status of the various appropriations.

The Bursar shall list on a bill sheet, by voucher number, date, title and amount, all payrolls or bills duly approved for payment by the Director, classifying the same by accounts and grouping them on the bill sheets under two headings:

1. Emergency payments.
2. Bills awaiting payment.

This bill sheet with one set of bills attached shall be signed in approval by the Director or, in his absence, the Assistant Secretary and countersigned by one of the following named Trustees: President, a Vice-President, Chairman of the Executive Committee or Treasurer, and transmitted with a duplicate bill sheet to the Assistant Treasurer who shall retain the duplicate and return the original with check to the Bursar.

Checks received from the Assistant Treasurer shall be deposited in the Temporary Working Fund by the Bursar, who shall then pay the individual bills as promptly as practicable.

The Bursar shall give such bonds for the faithful performance of his duties as the Board may direct.

He shall perform such other duties as may be assigned to him from time to time by the President, the Treasurer or the Director.

In the absence of the Bursar, or in the event of his inability to act, his duties may be performed by the Director or the Assistant Secretary or such officer or person as the President may appoint.

REGISTRAR

The Registrar shall act under the instructions of the Director or the Assistant Secretary. He shall keep a record of the receipt of all collections or acquisitions, of all sales, exchanges and loans. He shall prepare bills for all material sold. He shall keep a detailed record of all incoming and outgoing shipments. He shall keep a record of all goods that arrive at the building, and deliver such goods within the building to the proper department or person. He shall prepare for signature all papers necessary for the clearance of material from the Customs or from the Transportation Companies. He shall perform such other duties as may be assigned to him by the Director or the Assistant Secretary.

CARE OF BUILDING

The Superintendent of Building, acting under the instructions of the Director, shall be responsible for the cleaning of the building, and for its sanitary condition, and, through his assistants, shall exercise police surveillance both day and night.

He shall have charge of and shall be responsible for the proper performance of the duties of the attendants and cleaners, and, subject to the approval of the Director, shall have authority to appoint and remove them.

He shall see that the attendants are punctual, neat, courteous, attentive to their duties and obedient to the rules.

He shall be responsible for all property, other than scientific apparatus and collections, pertaining to the building.

He shall keep the time sheets of employees of all departments, record the number of visitors, and record and collect the telephone tolls and deliver the same to the Treasurer.

He shall have charge of all entrances to and exits from the building.

He shall not permit specimens or packages to be removed from the building except with the approval of the Director or other administrative officer, or head of a scientific department.

He shall detail such men as may be needed to transfer material from one part of the building to another, and shall provide messenger service when required, but only for business connected with the Museum.

He shall organize fire drills.

He shall see that combustible material is not allowed to accumulate, and in case of fire or accident he shall be in full control until released by the Director.

The Chief of Construction shall be directly responsible to the Director. He shall be in charge of all construction, repair, alteration and equipment work pertaining to the building. He shall have charge of and shall be responsible for the proper performance of the duties of the mechanical force, including carpenters, metal workers, masons, plasterers and painters, exclusive of the operating mechanics attached to the Division of Heating and Lighting, and, subject to the approval of the Director, shall have authority to appoint and remove them.

The Engineer shall be responsible to the Director, and shall be in full charge of the heating, lighting, elevators and power plant of the building.

He shall provide such light, heat and power, as may be required by the Superintendent of Building. He shall observe the municipal regulations respecting the duties of engineers, and shall be held responsible for the proper performance of the duties of his assistant engineers, electricians, plumbers, firemen and coal-passers, and, subject to the approval of the Director, shall have authority to appoint and remove them. He shall be responsible for all that transpires in the engine room or boiler rooms or other rooms connected with his department or occupied by his subordinates. He or his deputy shall be on duty at all times, unless excused by the Director. He shall be responsible for all plumbing and electrical equipment of the building, and shall make such plumbing and electrical installations as the Director or the Chief of Construction may require.

The Chief Bookkeeper, the Membership Clerk, the Chief Carpenter, the Chief Painter, the Chief Mason and the Captain of Attendants shall be classified as Heads of Divisions.

GENERAL REGULATIONS

All persons entering the service of the Museum in any capacity shall have their names, addresses and references duly entered at once in the office of the Assistant Secretary.

No purchases or expenditures of any kind shall be made by any one without the approval of the President or the Director, and no order obligating the Museum in any way shall be issued, except on a regular order blank, duly signed by the Director, the Assistant Secretary or the Bursar. The Museum will not hold itself responsible for any order or payment that has been made in *anticipation* of formal approval, and it will not reimburse any one who has advanced money in violation of this regulation.

No one shall use the name of the Museum in a personal application for specimens, books, railroad transportation, or otherwise, without the approval of the Director.

All officers and employees are requested to enter and leave the building by the south basement door.

The hours of attendance, with an intermission of one hour for luncheon, shall be as follows:

The administrative officers, namely, the Director, the Assistant Secretary, the Bursar, the Registrar and the Heads of Scientific Departments, 10 A.M. to 5 P.M.; Associate and Assistant Curators, the Superintendent of Building and Chief of Construction, 9 A.M. to 5 P.M.; scientific assistants and clerical assistants, 9 A.M. to 5 P.M.; technical assistants, 8:30 A.M. to 5 P.M.; mechanical force, 8 A.M. to 5 P.M.; attendants, 7:30 A.M. to 5 P.M. week days, and Sundays, 12:30 P.M. to 5 P.M., also on such evenings as the Superintendent of Building may require.

The official vacations allowed employees who have been one year or more connected with the Museum shall be as follows:

Administrative Officers and Heads of Scientific Departments, one month. Associate and Assistant Curators, Chief of Construction, Chief Engineer and Heads of Divisions, three

weeks. All other employees two weeks. These vacations shall be taken at such time or times as may meet with the approval of the Director.

Throughout the year the Department offices shall close at 1 o'clock on Saturdays.

Attendants shall be allowed one-half day a week, at such time as may be designated by the Superintendent of Building.

The following, being Legal Holidays, may be so kept by those members of the Museum force not necessary for the opening and care of the Museum:

HOLIDAYS

January 1.....	New Year's
February 12.....	Lincoln's Birthday
February 22.....	Washington's Birthday
May 30.....	Decoration Day
July 4.....	Independence Day
September.....	Labor Day
October 12.....	Columbus Day
November.....	Election Day
November.....	Thanksgiving Day
December 25....	Christmas

Employees shall not be paid additional compensation for extra work without the sanction of the Director. No work of any kind for persons or institutions not connected with the Museum shall be performed within the Museum building, either by its employees or other persons, except when ordered or permitted by the Director.

Employees shall not engage in any occupation which will in any manner militate against the institution. No one will be permitted to make use of the building for storage of specimens not belonging to the Museum or for purposes of sale without the sanction of the President or the Director, and when such privilege is granted, the Director shall keep a record of all specimens thus stored, and all such collections or specimens shall be deposited as assigned by him and at the sole risk and expense of the owner.

No information in reference to the collections or the work of the Museum shall be given to the public or press, except by consent of the Director.

Persons desiring to make use of the study collections or to take photographs in any part of the building may be permitted to do so with the approval or recommendation of the Curator and by special card issued by the Director, but not otherwise.

In order that the current work of the departments may not be interrupted, persons desiring to see the Curators or Assistants are requested to give their name or card to the attendant in charge of the Bureau of Information and await an answer.



THE AMERICAN MUSEUM OF NATURAL HISTORY

RULES AND REGULATIONS

OF THE

PENSION FUND OF THE AMERICAN MUSEUM OF NATURAL HISTORY

ADOPTED BY THE BOARD OF TRUSTEES
FEBRUARY 3, 1913

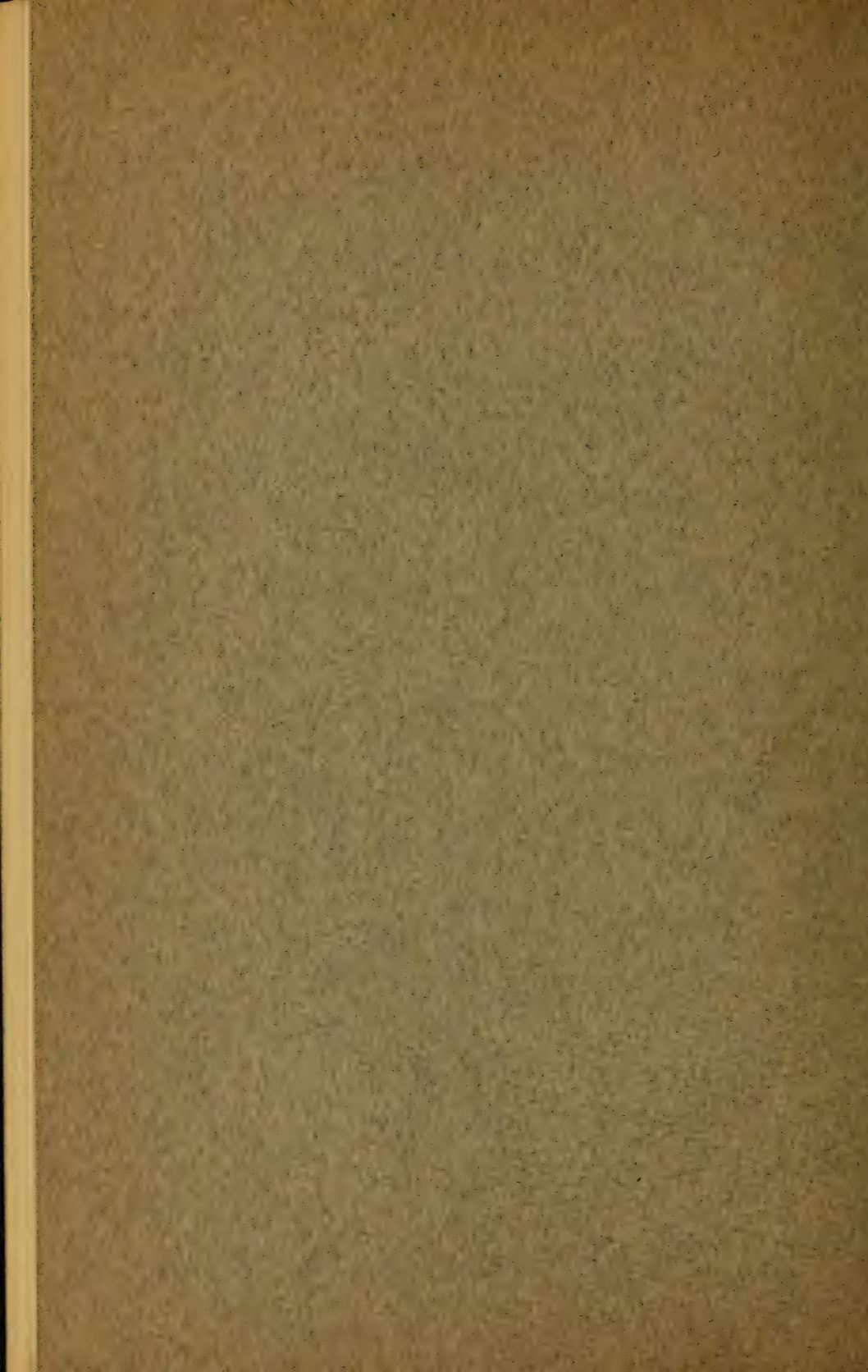
IN EFFECT MARCH 1, 1913

REVISED MAY 5, 1913

MISCELLANEOUS PUBLICATIONS OF THE AMERICAN MUSEUM OF
NATURAL HISTORY NO. 2

NEW YORK

1913



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PENSION BOARD

FOR 1913

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American Museum of Natural History

RESOLUTION

ESTABLISHING PENSION AND GRATUITY FUND AND RULES FOR THE ADMINISTRATION THEREOF

SECTION 1. The American Museum of Natural History (hereinafter referred to as the Corporation) hereby adopts the following rules for the establishment of a fund to be known as the Pension Fund of the American Museum of Natural History, and for the administration and disbursement thereof. Such fund shall be held, administered and disbursed in the manner hereinafter specified. Hereafter no pension or gratuity shall be awarded by the Corporation to any employee who shall have been eligible to become a subscriber to the pension plan hereby initiated, or to any member of his or her family or person dependent upon him or her, except in accordance with the rules hereby prescribed.

§ 2. A committee is hereby created to be known as the Pension Board, which shall report its transactions to the Trustees of the Corporation. The said Pension Board shall consist of seven members, all of whom shall be appointed by said Trustees of the Corporation, four of whom shall be members of the Board of Trustees of the Corporation, and three of whom shall be employees of the said Corporation, who are not members of such Board. The members of said Pension Board shall serve as such for one year and until their successors are appointed. A majority of the members of the said Pension Board shall constitute a quorum for the transaction of business. Subject to the control of the Trustees of said Corporation, and to the rules

hereby prescribed, the said Pension Board shall administer, invest and disburse the said Pension Fund. The said Pension Board shall elect from its members a Chairman and Secretary and may elect such other officers as it shall deem advisable. It may also adopt regulations, not inconsistent with these rules, for the safe-keeping, investment and administration of said Pension Fund and the disbursing thereof. The Treasurer and Assistant Treasurer of the Corporation respectively shall, ex-officio, be the Treasurer and Assistant Treasurer respectively of the Pension Board.

**Pension
Fund**

§ 3. The said Pension Fund shall consist of contributions to be made by the Corporation, of contributions to be made by such employees of the Corporation as become subscribers, and of such moneys, if any, as shall be contributed thereunto by other persons. Wherever the word gratuity or pension is used hereinafter, it means a gratuity or pension payable out of such fund. The legal title of the said fund and of all securities and investments of which the same shall be composed shall be, and remain, in the Corporation, subject to the obligation to use the same for the purposes herein expressed.

**Contribu-
tions**

§ 4. The Corporation agrees to contribute to said Pension Fund, during each year, in instalments which shall be paid to said Pension Fund at such time or times as the Board of Trustees shall direct, a sum equal to three per cent. of the annual salaries paid during that year to those of its employees who are subscribers to said fund. Each employee of the said Corporation who shall become a subscriber to said fund, agrees that from the date of his or her subscription, he or she will contribute a sum equal to three per cent. of the salary paid to him or to her by said Corporation. Such contributions by such employees shall be made in instal-

ments, on each pay day, and each such instalment shall be deducted by the Corporation from the pay of said subscriber and paid into the Pension Fund. In the event that the salary of any subscribing employee shall be reduced, he or she may, nevertheless, contribute to the said Pension Fund at the same rate as before such reduction, and, in that case, upon retirement, he or she shall be entitled to the same gratuity or pension as he or she would have enjoyed if such reduction had not taken place.

§ 5. In the event that leave of absence without pay shall be granted to a subscribing employee who shall still remain in the service of the Corporation, the said subscribing employee shall continue to contribute to the said Pension Fund in monthly instalments a sum equal to that which he or she was contributing during the period immediately preceding the granting of such leave of absence, and thereupon, for the purposes herein set forth, the said employee shall be deemed to remain in the continuous service of the Corporation. A sum equal to that so contributed by such employee shall be contributed, in such a case, by the Corporation.

§ 6. If the contributions of any subscribing employee who remains in the service of the Corporation shall remain unpaid, for any reason, for a period of six months, the said subscribing employee shall no longer be entitled to any of the benefits herein mentioned, and the amount of his or her contributions to said Pension Fund, with simple interest at the rate of three per cent. per annum, less his or her indebtedness to said Pension Fund, shall be returned to him or her.

§ 7. If at any time it shall appear that it is unnecessary for the successful administration of the pension plan herein set forth, or as the same hereafter may be modified or amended, to exact contributions from the

Corporation and the subscribing employees of so large an amount as that above referred to, the Pension Board, by the concurrent vote of at least five of its members, may provide for a ratable reduction of the payments to be made by the Corporation and the subscribing employees respectively. But no such resolution shall become effective until the same shall be reported to the Trustees of the Corporation and approved by the vote of a majority of such Trustees attending a regular or special meeting of the Board of Trustees. By a resolution similarly adopted and approved, the amounts payable as gratuities or pensions under these rules may be increased.

Expenses

§ 8. Such reasonable expenses as shall be essential to the due administration of the Pension Fund may be incurred by the Pension Board and may be paid from such fund.

**Option and
age re-
quirements**

§ 9. All persons who shall be permanent employees of the Corporation when these rules take effect and who, if males, shall be above the age of twenty-one years, or if females, above the age of eighteen years, shall have the option, within sixty days after these rules take effect, or at any time thereafter with the consent of the Pension Board and upon compliance with such terms as may be imposed by said Board, to become subscribers to the Pension Fund hereby established, and any persons who shall be permanent employees of the Corporation, when these rules take effect, and if males, shall then be less than twenty-one years of age, or if females, less than eighteen years of age, shall have the option respectively, if still in the permanent employ of the Corporation, to become such subscribers when they shall attain such respective ages. All persons hereafter employed by the Corporation as permanent employees being over the age of twenty-one years in the case of males, and of eighteen years in the case of females, and under the age of forty-five

years, shall be required to become subscribers. No person over the age of forty-five years hereafter becoming an employee of the Corporation shall be permitted to become a subscriber.

§ 10. For the purpose of facilitating the Pension Board in determining who shall be qualified as permanent employees to become subscribers when these rules takes effect, the Director, immediately upon the adoption of these rules, shall certify to the Pension Board the names of all persons whom he deems to be permanent employees of the Corporation.

Director to certify who are permanent employees

§ 11. It shall be the duty of the said Director whenever and as often as persons shall be employed by the Corporation after these rules take effect, immediately to certify the fact to the Pension Board with a statement whether, in his opinion, the employment of such persons is likely to be permanent.

§ 12. In the event of the resignation or dismissal of a subscribing employee who shall not be entitled to a pension or gratuity under any other provision of these rules, there shall be returned to such employee the amount of his or her contributions to the Pension Fund with simple interest at the rate of three per cent. per annum.

Resignation or Dismissal

§ 13. In the event of the death of a subscribing employee who (1) is not entitled to a pension under any of the provisions of these rules, or (2) who, being entitled to a pension under these rules by reason of age or term of service, is still in the service of the Corporation at the time of his or her death, there shall be paid to the beneficiary or beneficiaries, if any, of such deceased employee, designated as hereinafter prescribed, or in default of such beneficiary or beneficiaries, to the nearest relative of such deceased employee according to the order of precedence enumerated

Gratuity paid in event of Death while in the service

in Section 19 of these rules, a gratuity in one payment of an amount to be determined as follows, namely:

After one year of continuous service, an amount equal to twenty-five per cent. of his or her average annual salary during the time when he or she was a subscribing employee, computed on the basis of his or her contributions to the Pension Fund, with an increase of two per cent. of such average annual salary for each additional year of service, after the first year.

**Permanent
disability**

§ 14. In the event that a subscribing employee who is not in receipt of, or entitled to, a pension under any of the other provisions of these rules, shall, by illness or accident, be totally and permanently disabled, there shall be paid to such employee a gratuity, in one payment, of an amount equal to that which, under the provisions of these rules, would have been paid to the widow or husband of such subscribing employee, as the case may be, had such employee died at the time when such total and permanent disability arose; provided, however, that no such gratuity shall be paid, and no right to receive such gratuity shall accrue, unless or until a resolution shall be adopted by the concurrent votes of at least five of the members of the Pension Board directing such payment.

**Right to
receive
pension**

§ 15. The right of a subscribing employee to receive a pension under any of the rules hereby adopted, is qualified by the following proviso (which shall be deemed a part of each of the rules herein contained, regulating the granting of pensions), namely: that if such employee shall be convicted of a felony committed while in the service of the Corporation, or shall be dismissed by the Corporation for dishonesty in his relations to the Corporation, the Trustees of the Corporation, upon recommendation of a resolution adopted by the votes of not less than six members of the Pension Board, may exclude the said employee from all rights

to receive a pension under these rules. In that event, there shall be paid to the said employee a sum equal to his or her total contributions to the Pension Fund, with simple interest at the rate of three per cent. per annum, and thereupon all of the rights of said employee under these rules shall cease. A resolution of the Trustees adopted as aforesaid shall be conclusive.

§ 16. All male subscribing employees who shall reach the age of sixty-five years after fifteen years of continuous service of the Corporation, or the age of sixty years after twenty years of continuous service, and all female subscribing employees who shall reach the age of sixty years after fifteen years of continuous service, or the age of fifty-five years after twenty years of continuous service, shall be entitled, upon retirement, whether at their own request or by the action of the Corporation, to receive a pension of the amounts and for the periods herein stated: Pension allowances

(a) A male subscribing employee who shall reach the age of sixty-five years, or a female subscribing employee who shall reach the age of sixty years, and shall retire, in either case, after fifteen years of continuous service, shall be paid, upon retirement, an annual pension of twenty-five per cent. of his or her average annual salary for the last three years of his or her employment, computed on the basis of his or her contributions to the Pension Fund during such three years, with an increase of one per cent. for each additional year of service up to the twentieth year. Such pension shall be paid, however, only for such period as will equal his or her term of service. The minimum pension to be paid to any such subscriber shall be \$15 per month.

(b) A male subscribing employee who shall reach the age of sixty years, or a female subscribing employee who shall reach the age of fifty-five years, and shall retire, in either case, after twenty years of continuous

**Pension
allowances
cont'd**

service, shall be paid, upon retirement, an annual pension of twenty-five per cent. of his or her average annual salary for the last three years of his or her employment, computed on the basis of his or her contributions to the Pension Fund during such three years, with an increase of one per cent. for each additional year of service up to the twenty-fifth year. Such pension shall be paid, however, only for such period as will equal his or her term of service. The minimum pension to be paid to any such subscriber shall be \$15 per month.

(c) A male subscribing employee who shall reach the age of sixty-five years, or a female subscribing employee who shall reach the age of sixty years, and shall retire, in either case, after twenty years of continuous service, shall be paid, upon retirement, an annual pension of thirty-three and one-third per cent. of his or her average annual salary for the last three years of his or her employment, computed on the basis of his or her contributions to the Pension Fund during such three years, with an increase of one per cent. for each additional year of service up to the twenty-fifth year. Such pension shall be paid, however, only for such period as will equal his or her term of service. The minimum pension to be paid to any such subscriber shall be \$25 per month.

(d) A male subscribing employee who shall reach the age of sixty years, or a female subscribing employee who shall reach the age of fifty-five years, and shall retire, in either case, after twenty-five years of continuous service, shall be paid, upon retirement, an annual pension of thirty-three and one-third per cent. of his or her average annual salary for the last three years of his or her employment, computed on the basis of his or her contributions to the Pension Fund during such three years, with an increase of one per cent. for each additional year of service up to the thirtieth year. Such pension shall be paid, however, only for such

period as will equal his or her term of service. The Pension minimum pension to be paid to any such subscriber shall be \$25 per month. **Pension allowances cont'd**

(e) A male subscribing employee who shall reach the age of sixty-five years, or a female subscribing employee who shall reach the age of sixty years, and shall retire, in either case, after twenty-five years of continuous service, shall be paid, upon retirement, an annual pension of fifty per cent. of his or her average annual salary for the last three years of his or her employment, computed on the basis of his or her contributions to the Pension Fund during such three years, with an increase of one per cent. for each additional year of service. Such pension shall be paid for life. The minimum pension to be paid to any such subscriber shall be \$35 per month.

(f) Any subscribing employee who shall retire after thirty years of continuous service, irrespective of his or her age, shall, upon such retirement, be paid an annual pension of fifty per cent. of his or her average annual salary for the last three years of his or her employment, computed on the basis of his or her contributions to the Pension Fund during such three years. Such pension shall be paid for life. The minimum pension, however, to be paid to any such subscriber shall be \$35 per month.

§ 17. A subscribing employee who, after fifteen Pension years of continuous service, shall be retired by the Corporation by reason of illness or of the abolition of the position theretofore held by him or her, or, at the expiration of the yearly or other term of service contracted for shall not be re-appointed, or shall be dismissed under any circumstances or for any cause (other than under the circumstances or for the causes specified in section 15) and who shall not be entitled to a pension under any other provision herein contained, shall be entitled to a pension, upon such retirement or dismissal, **allowances in cases of illness, dismissal, etc., after 15 years of service**

regardless of his or her age, of an amount equal to that specified in section 16, subdivision (a), if he or she shall have served more than fifteen and less than twenty years; of an amount equal to that specified in section 16, subdivision (c), if he or she shall have served more than twenty and less than twenty-five years; of an amount equal to that specified in section 16, subdivision (e), if he or she shall have served more than twenty-five years, for the same term, in either of said cases, as is provided in said subdivisions of said section. This section shall not apply to the case of a subscribing employee who shall resign or voluntarily sever his or her relation as an employee of the Corporation.

**Gratuity
paid to
relatives
or bene-
ficiary**

§ 18. In the event of the death of a former subscribing employee who is in receipt of a pension, if such death occurs within ten years after the payment of his or her pension commenced, then, and not otherwise, there shall be paid to the beneficiary or beneficiaries of such employee, designated as herein elsewhere prescribed, or in default of such beneficiary or beneficiaries, to the nearest relative of such deceased, in the order of precedence specified in Section 19 of these rules, a gratuity in one payment of a percentage of his or her average annual salary for the entire period when he or she was a subscribing employee, computed upon the basis of his or her contributions to the Pension Fund, as shown by the following table:

If death occurs during the first pension year	100%
“ “ “ “ “ second “ “	90%
“ “ “ “ “ third “ “	80%
“ “ “ “ “ fourth “ “	70%
“ “ “ “ “ fifth “ “	60%
“ “ “ “ “ sixth “ “	50%
“ “ “ “ “ seventh “ “	40%
“ “ “ “ “ eighth “ “	30%
“ “ “ “ “ ninth “ “	20%
“ “ “ “ “ tenth “ “	10%

§ 19. Any gratuity which, under any of the provisions of these rules, shall be payable upon the death of any person who shall have been a subscribing employee, shall, if there be no beneficiary designated to receive the same as herein elsewhere provided, be paid to the following persons: **Order in which payment of gratuities will be made**

(a) If the deceased was a male, then to the widow.

(b) If the deceased was a female, then to the husband.

(c) If, in the case of a male employee, there be no widow, and in the case of a female employee, there be no husband, surviving, then to the issue of such deceased employee, in equal portions per stirpes.

(d) If there be no widow, husband or issue of such deceased employee, then to the mother.

(e) If there be no widow, husband, issue or mother, then to the father.

(f) If there be no widow, husband, issue, mother or father, then to the sisters and brothers (whether of the whole or the half blood) in equal shares.

(g) If there be no designated beneficiary and no relative surviving within the said degree, then to the executors or administrators of the said deceased employee.

§ 20. The right of a subscribing employee to receive a pension or gratuity hereunder shall not be assignable or bequeathable, and any attempted assignment or bequest thereof shall be void and shall be disregarded by the Corporation and the Pension Board. **Employee's right to pension non-assignable**

**Right to
designate
beneficiary**

§ 21. Any subscribing employee may designate a person or persons, absolutely or contingently, as his or her beneficiary or beneficiaries for the purposes specified in these rules. Any such designation may be revoked at any time by the subscriber and a new beneficiary may be substituted. But no such designation or revocation thereof shall be valid, unless made by a written instrument, in a form approved by the Pension Board, and filed with the Pension Board during the lifetime of the subscriber.

**Benefi-
ciary's
right to gra-
tuity non-
assignable**

§ 22. The right of a beneficiary designated pursuant to these rules to receive a gratuity shall not be assignable or bequeathable, and any attempted assignment or bequest thereof shall be void and shall be disregarded by the Corporation and the Pension Board.

**Computing
service**

§ 23. For the purpose of ascertaining the term of past service of any person who shall be in the permanent service of the Corporation when these rules take effect and who shall become a subscribing employee, the entire period prior to that date during which such person received pay from the Corporation, but after, in the case of a male employee, he had attained the age of twenty-one years, or, of a female, the age of eighteen years, shall be taken into consideration. As applied to the period after these rules take effect, the words continuous service, or other similar words, as used in these rules, shall be construed as meaning that period for which, after becoming a subscriber, and after the age of twenty-one years in the case of males, and of eighteen years in the case of females, a subscribing employee shall have remained in the service of the Corporation, and shall have paid his or her contributions to said Pension Fund without a greater continuous break in his or her service than one year, and provided that, upon returning to the service after any such break in the continuity thereof, the said subscriber

shall have paid to the Pension Fund a contribution of such amount as shall be deemed equitable by the Pension Board.

§ 24. Subscribing employees who leave the service **Reinstate-** for less than one year and who omit upon their return **ment** to the service to make such payments to the Pension Fund as have been required under the last preceding section, and subscribing employees who leave the service for more than one year and then return, shall be deemed new employees.

§ 25. To guard against such inconveniences or in- **Rights of** justice as might be caused by the strict application of **Trustees** these rules to the circumstances of some unusual case, and to provide for meritorious cases not embraced within these rules, it is hereby understood and agreed that the Trustees of the Corporation, upon recommendation of a resolution of the Pension Board adopted by the votes of not less than six of its members:

First: May exclude any employee of the Corporation from the right to become a subscriber, or permit any employee to become a subscriber.

Second: May terminate the subscription of any subscribing employee who shall not, at the time, be entitled to any gratuity or pension hereunder, upon the repayment to such employee of his or her subscriptions to said fund, with simple interest at the rate of three per cent. per annum. Thereupon such employee shall cease to be entitled to any gratuity or pension under these rules.

Third: May grant suitable gratuities or pensions to any subscribing employee, or members of his or her family, or persons dependent upon him or her, even though no provision is made therefor by these rules; or,

Fourth: Upon such terms as justice shall require, may reinstate any former subscribing employee whose rights shall have lapsed hereunder.

**Amend-
ments**

§ 26. The Trustees of the Corporation by the votes of not less than a majority of all of the members of the Board of Trustees, and upon the recommendation of a resolution adopted by the votes of not less than six of the members of the Pension Board, at any time or times, may alter, amend or repeal any or all of the rules hereby prescribed, and any such alteration, amendment or repeal shall be binding upon the subscribers hereto, and upon any persons who then are, or may thereafter become, entitled to any gratuity or pension hereunder, in like manner as though such alteration, amendment or repeal had been made at the time of the original adoption of these rules. Such power is to be construed as being in addition to the power to discontinue this pension system as hereinafter provided.

**Payments
to minors
and incom-
petents**

§ 27. If the Pension Board shall consider that by reason of his or her minority, illness, imbecility, insanity, senility or for any other reason, it is undesirable to make any payment provided for by these rules to the person entitled thereto, the said Pension Board shall be at liberty to apply any sum or sums so payable to such person to the use of such person, in any way that the said Board may deem advisable, or to make such payment to any third person who, in the judgment of said Board, will apply the same in such manner as will be beneficial to the person entitled thereto. In the case of payments due to minors, the said Board, in its discretion, may make such payment to such minors, or to any surviving parent or relative of such minors or to the person with whom they reside. Upon making any such application of such moneys to the use of the person entitled thereto, or any such payment to a third person for his or her benefit, the Corporation and the

Pension Board shall be discharged from all further responsibility for the sums so applied or paid. The Pension Board shall be at liberty, however, to withhold any payment due to a person under legal disability, until a representative of such person competent to receive such payment in his or her behalf shall be appointed pursuant to law.

§ 28. It is understood and agreed that beyond such **Liability of** contributions to the Pension Fund as it is required to **Corporation** make by these rules, no liability shall attach to the Corporation under these rules; that the said Corporation does not guarantee that the said Pension Fund will prove sufficient to pay the gratuities and pensions contemplated by these rules; and that the said Corporation shall not, in any event, be liable for any loss which may occur by reason of any maladministration, misapplication or other diminution of said Pension Fund.

§ 29. No personal liability shall attach hereunder to **Liability of** any subscribing employee, other than for his or her own **employee** contribution to the Pension Fund as hereinbefore provided. The obligation of the subscribers to contribute to said Pension Fund is several and not joint.

§ 30. An appeal to the Trustees of the Corporation **Appeals** may be taken by any person deeming himself or herself aggrieved by any action of the Pension Board. The decision of such appeal by the said Trustees shall be conclusive. Subject only to such restrictions as are placed upon them by these rules, the Trustees of the Corporation shall supervise and control the actions of the Pension Board, and may rescind any action or resolution of such Board.

§ 31. The use of the words annual pensions or pen- **Payments** sions payable annually shall not preclude the Pension Board from causing such pensions to be paid in monthly

or other instalments before the expiration of a full year. All pensions herein provided for shall be apportionable.

Liquidation § 32. The Trustees of the Corporation, upon the recommendation of a resolution adopted by the votes of not less than five of the members of the Pension Board, may, at any time, discontinue the pension system hereby established, and distribute the Pension Fund as follows:

(a) All claims upon the said Pension Fund which shall have matured at the time shall be paid.

(b) All outstanding pensions shall be commuted into one sum, which shall be paid to the person then entitled to receive such pension. Such a commutation in the case of a person entitled to a pension for life shall be on the basis of the American Experience Table of Mortality with interest at four per centum per annum, and in the case of pensions payable for a period other than for life, the future payments shall be commuted by the payment to the person entitled thereto, of one sum equal to the present value of the remaining unpaid instalments for the periods payable according to the same table of mortality and the same rate of interest.

(c) All contributions theretofore made to the Pension Fund by the contributing members then in good standing shall be returned to them with simple interest at three per cent. per annum.

(d) There shall be repaid to the Corporation, without interest, such funds as shall have been contributed by the Corporation, or by any other person or persons other than the subscribing employees.

(e) Any excess remaining shall be divided among the subscribing employees in good standing, each such subscribing employee's share to be in the proportion that the payment made to him or her under the above

subsection (c) bears to all of the payments made under said subsection.

The distribution shall be made in the order above stated. After the payments above provided for, or such of them as the proceeds of the Pension Fund will suffice to pay, shall have been made, the pension system hereby initiated shall cease and determine, and no person or persons shall have any further claim upon the said Pension Fund, or upon the Corporation, or its officers or Trustees or the members of the Pension Board by reason of anything herein contained.

§ 33. The foregoing rules shall take effect on the first day of March, 1913.

AMERICAN MUSEUM OF NATURAL HISTORY

77TH STREET AND CENTRAL PARK WEST

PENSION BOARD

NEW YORK, June 17, 1913

TO THE MEMBERS OF THE PENSION FUND OF THE
AMERICAN MUSEUM OF NATURAL HISTORY:

It is with pleasure that the Pension Board informs you of certain amendments to the Rules and Regulations which have been adopted by the Board of Trustees, and we hand you herewith a revised copy in which these amendments are included.

In brief the changes are as follows:

Section 2. Now permits the Pension Board to elect such other officers as it may deem advisable, and makes the Assistant Treasurer an ex-officio member of the Pension Board.

Section 13. This section is now so revised as to permit the designation of a beneficiary without restricting the same to a member of the family or one of the same line of consanguinity.

Section 18. This section is so amended as to conform to the general provisions of Section 13.

Section 19. Provides as now amended that in the event of there being no designated beneficiary, any gratuity that may accrue will be paid according to the order of precedence as is therein provided, and is further amended so that the issue of any deceased employee takes precedence over those relatives of the next blood degree, and further provides that if there are no designated beneficiaries or a relative surviving within the degrees mentioned, that any gratuity which accrues will then be paid to the executors or administrators of the deceased employee.

If after carefully reading the Rules and Regulations as now revised, you desire to make any changes in your designation as now filed with the Pension Board, you are requested to give the matter your early attention.

For your further information, and in reply to numerous inquiries for an interpretation of those rules pertaining to the payment of a gratuity in the event of death while in the service, which is particularly mentioned in the second clause of Section 13, we would state that the same is to be computed upon the basis of the average annual salary received by employees since the time they became subscribers to the Fund, i.e. March 1, 1913, and allowing, to those employees who were eligible and became subscribers when these rules became effective, the entire period of their service as follows: twenty-five (25) per cent. for the first year and two (2) per cent. for each additional year of service.

Very truly yours,

FELIX M. WARBURG, Chairman,
GEORGE N. PINDAR, Secretary.

APPENDIX.

These tables are prepared to show the practical operation of the Pension Fund.

APPENDIX A.

EXAMPLES OF INSURANCE FEATURES.

Average Salary \$720.

Sections 13 and 14, Service Period	Rate Per Centum of Annual Salary	Gratuity in Case of Death.
After 1 year	25%	\$180.00
2 years	27 "	194.40
3 "	29 "	208.80
4 "	31 "	223.20
5 "	33 "	237.60
6 "	35 "	252.00
7 "	37 "	266.40
8 "	39 "	280.80
9 "	41 "	295.20
10 "	43 "	309.60
11 "	45 "	324.00
12 "	47 "	338.40
13 "	49 "	352.80
14 "	51 "	367.20
15 "	53 "	381.00
16 "	55 "	396.00
17 "	57 "	410.40
18 "	59 "	424.80
19 "	61 "	439.20
20 "	63 "	453.60
21 "	65 "	468.00
22 "	67 "	482.40
23 "	69 "	496.80
24 "	71 "	511.20
*25 "	73 "	525.60

*An increase of two per centum is allowed for each additional year of service.

APPENDIX B.
EXAMPLES OF PENSION FEATURES.
 Average Salary \$1,000.

SECTION 16 (A).

Age.	Term of Service.	Monthly Contribution.	Yearly Contribution.	Total.	Rate.	Amount.
Male, 65..	15 years..	\$2.50	\$30.00	\$450.00	*25% of Average Annual Salary.....	\$250.00 per year for period equal to term of service.
Female, 60..	15 years..	2.50	30.00	450.00	*25% of Average Annual Salary.....	\$250.00 per year for period equal to term of service. **Minimum Pension \$15.00 per month.

PROVISO—SECTION 18.

(1) If the subscriber dies during the first pension year, a gratuity equal to 100% of average salary, say \$1,000.00, will be paid to beneficiary.....						or \$1,000.00	
"	during second year	90%.....	"	"	"	"	900.00
(2)	"	third	"	"	"	"	"
(3)	"	fourth	"	"	"	"	800.00
(4)	"	fifth	"	"	"	"	700.00
(5)	"	sixth	"	"	"	"	600.00
(6)	"	seventh	"	"	"	"	500.00
(7)	"	eighth	"	"	"	"	400.00
(8)	"	ninth	"	"	"	"	300.00
(9)	"	tenth	"	"	"	"	200.00
(10)	"		"	"	10%.....	"	100.00

*An increase of one per centum is allowed for each additional year of service.

**It must be remembered that, during the period the subscriber was contributing toward the payment of his or her pension, he or she was enjoying insurance in the amounts indicated by the rates according to Appendix A or Section 18.

APPENDIX C.
EXAMPLES OF PENSION FEATURES.
 Average Salary \$1,000.

SECTION 16 (B).

Age.	Term of Service.	Monthly Contribution.	Yearly Contribution.	Total.	Rate.	Amount.
Male, 60..	20 years.	\$2.50	\$30.00	\$600.00	*25% of Average Annual Salary	\$250.00 per year for period equal to term of service.
Female, 55..	20 years.	2.50	30.00	600.00	*25% of Average Annual Salary	\$250.00 per year for period equal to term of service. **Minimum Pension \$15.00 per month.

PROVISO—SECTION 18. Same rates as in Appendix B.

* An increase of one per centum is allowed for each additional year of service.
 ** See foot-note Appendix B.

APPENDIX D.
EXAMPLES OF PENSION FEATURES.
 Average Salary \$1,500.

SECTION 16 (C)

Age	Term of Service	Monthly Contribu- tion.	Yearly Contribu- tion.	Total.	Rate.	Amount.
Male, 65..	20 years .	\$3.75	\$45.00	\$900.00	* $33\frac{1}{3}\%$ of Average Annual Salary.....	\$500.00 per year for period equal to term of service.
Female, 60..	20 years .	3.75	45.00	900.00	* $33\frac{1}{3}\%$ of Average Annual Salary.....	\$500.00 per year for period equal to term of service. **Minimum Pension \$25.00 per month.

PROVISO—SECTION 18. Same rates as in Appendix B.

* An increase of one per centum is allowed for each additional year of service.

** See foot-note Appendix B.

APPENDIX B.
EXAMPLES OF PENSION FEATURES.
 Average Salary \$1,500.

SECTION 16 (D).

Age.	Term of Service.	Monthly Contribution.	Yearly Contribution.	Total.	Rate.	Amount.
Male, 60..	25 years..	\$3.75	\$45.00	\$1,125.00	*33 ¹ / ₅ % of Average Annual Salary.....	\$500.00 per year for period equal to term of service.
Female, 55..	25 years..	3.75	45.00	1,125.00	*33 ¹ / ₅ % of Average Annual Salary.....	\$500.00 per year for period equal to term of service. **Minimum Pension \$25.00 per month.

PROVISO—SECTION 18. Same rates as in Appendix B.

* An increase of one per centum is allowed for each additional year of service.
 **See foot-note Appendix B.

APPENDIX F.
EXAMPLES OF PENSION FEATURES.
Average Salary \$2,500.

SECTION 16 (E).

Age.	Term of Service.	Monthly Contribution.	Yearly Contribution.	Total.	Rate.	Amount.
Male, 65..	25 years..	\$6.25	\$75.00	\$1,875.00	*50% of Average Annual Salary.....	\$1,250.00 per year for life.
Female, 60..	25 years..	6.25	75.00	1,875.00	*50% of Average Annual Salary.....	\$1,250.00 per year for life. **Minimum Pension \$35.00 per month.

PROVISO—SECTION 18. Same rates as in Appendix B.

*An increase of one per centum is allowed for each additional year of service.
**See foot-note Appendix B.

APPENDIX G.
EXAMPLES OF PENSION FEATURES.

Average Salary \$3,000.

SECTION 16 (F).

Age.	Term of Service.	Monthly Contribu- tion.	Yearly Contribu- tion.	Total.	Rate.	Amount.
Regardless	30 years . .	\$7.50	\$90.00	\$2,700.00	50% of Average Annual Salary	\$1,500.00 per year for life. *Minimum Pension \$35.00 per month.

PROVISO—SECTION 18. Same rates as in Appendix B.

* See second foot-note in Appendix B.

APPLICATION FORMS

APPLICATION FOR MEMBERSHIP*

*To the Pension Board of the
American Museum of Natural History:*

I do hereby subscribe to the Pension Fund of the American Museum of Natural History and to the Rules and Regulations of said Fund, a copy of which has been received by me. I agree to be bound by the said Rules and Regulations and by any amendments thereof adopted as therein prescribed.

I hereby designate as my beneficiary or beneficiaries, for the purposes specified in said Rules and Regulations, the following person....who now reside....at the following address...., namely:

NAME	ADDRESS	RELATIONSHIP
.....		
.....		
.....		
.....		
.....		
.....		
.....		

In the event that I shall apply at any time for a gratuity pursuant to the provisions of Section 14 of said Rules and

The necessary forms will be supplied, upon application, by the Secretary of the Pension Board.

Regulations, I agree to submit to an examination by a physician, either selected or approved by the said Pension Board; and I further make this statement of my age, term of employment, wages, etc.

Date of Birth. Year....., Month....., Day.....

Place of Birth.....

Regularly employed and on payrolls }
of American Museum of Natural }
History since }

Position.....

Present Salary.....

Name of Applicant.....

Residence.....

Date.....

Witness.....

APPLICATION FOR RETIREMENT

To the Pension Board of the

American Museum of Natural History:

I personally make this record of my service with the American Museum of Natural History and tender it as a basis for my being placed on the Pension Rolls of the said Museum:

Name in full.....

Address.....

Date and Place of Birth.....

Reasons for Retirement.....

.....

.....

Length of Service.....

Remarks:

In this space give any
information concerning
your service of which
the Pension Board
should be advised.

.....

.....

.....

.....

.....
Signature of Applicant.

Date.....

The above statement to the best of my knowledge and belief is correct and I recommend that pension be allowed.

.....
Signature of Employing Officer.

BY-LAWS OF THE PENSION BOARD
OF THE
American Museum of Natural History

SECTION 1. Regular meetings of the Pension Board shall be held at a place in the Borough of Manhattan, City of New York, to be designated by the Chairman or Vice-Chairman of the Board, of which the members shall be notified in writing by the Secretary at least three days in advance of the meeting, on the second Wednesday of February, May and November of each year. Additional meetings may also be held upon the direction of the Chairman or Vice-Chairman, or of three members of the said Board at a time and place to be specified in the notice thereof, which upon such direction shall be given in writing by the Secretary to all of the members of such Board at least three days in advance of such meeting.

§ 2. There shall be a Chairman, Vice-Chairman and Secretary of the said Board, who shall be elected by the said Board at the meeting first succeeding the first day of February in each year, and who shall hold office for one year and until their successors shall be appointed.

§ 3. The duties of such officers respectively, in addition to those hereinafter specified, shall be such as are appropriate to their respective offices. The Treasurer of the American Museum of Natural History shall be ex officio the Treasurer of said Pension Board.

§ 4. It shall be the duty of the Secretary of the said Board to keep accurate records in writing of all that appertains to the business of the said Board.

§ 5. It shall be the duty of the Treasurer of the said Board to keep, or to cause to be kept, accurate accounts of all the receipts and disbursements of the Pension Fund, and of the financial transactions of the said Pension Board.

§ 6. The United States Trust Company of New York, as Assistant Treasurer of the Museum, shall be official custodian of all moneys belonging to the Pension Fund, which shall be kept in a separate account to be known as The American Museum of Natural History—Pension Fund Account, and shall make such disbursements therefrom as the Pension Board directs.

§ 7. The Bursar of the Museum, as a representative of the Treasurer, shall be the bursar of the Pension Fund. He shall keep the detailed accounts of the Fund in a manner approved by the Treasurer. He shall receive and receipt for all moneys coming to the Fund and shall make such disbursements as are authorized by the Pension Board.

§ 8. No disbursements from the Pension Fund, except emergency disbursements, shall be made except on vouchers signed in approval by the Secretary of the Pension Board and countersigned by the Chairman, Vice-Chairman or a duly designated representative of such officer.

§ 9. An emergency disbursement is the return of the contribution of a subscribing employee who is no longer in the service of the Corporation. The Bursar is authorized to return such contribution in accordance with the Rules and Regulations of the Pension Fund after he has been notified in writing by the Director that such employees' service has terminated. The

receipted voucher for an emergency disbursement, after being approved by the Secretary of the Pension Board and countersigned by the Chairman thereof, shall be forwarded to the Assistant Treasurer, who shall affix an identification stamp and thereupon draw the necessary check against the Pension Fund Account for the amount of the voucher to the order of the Bursar, in reimbursement of the sum so advanced.

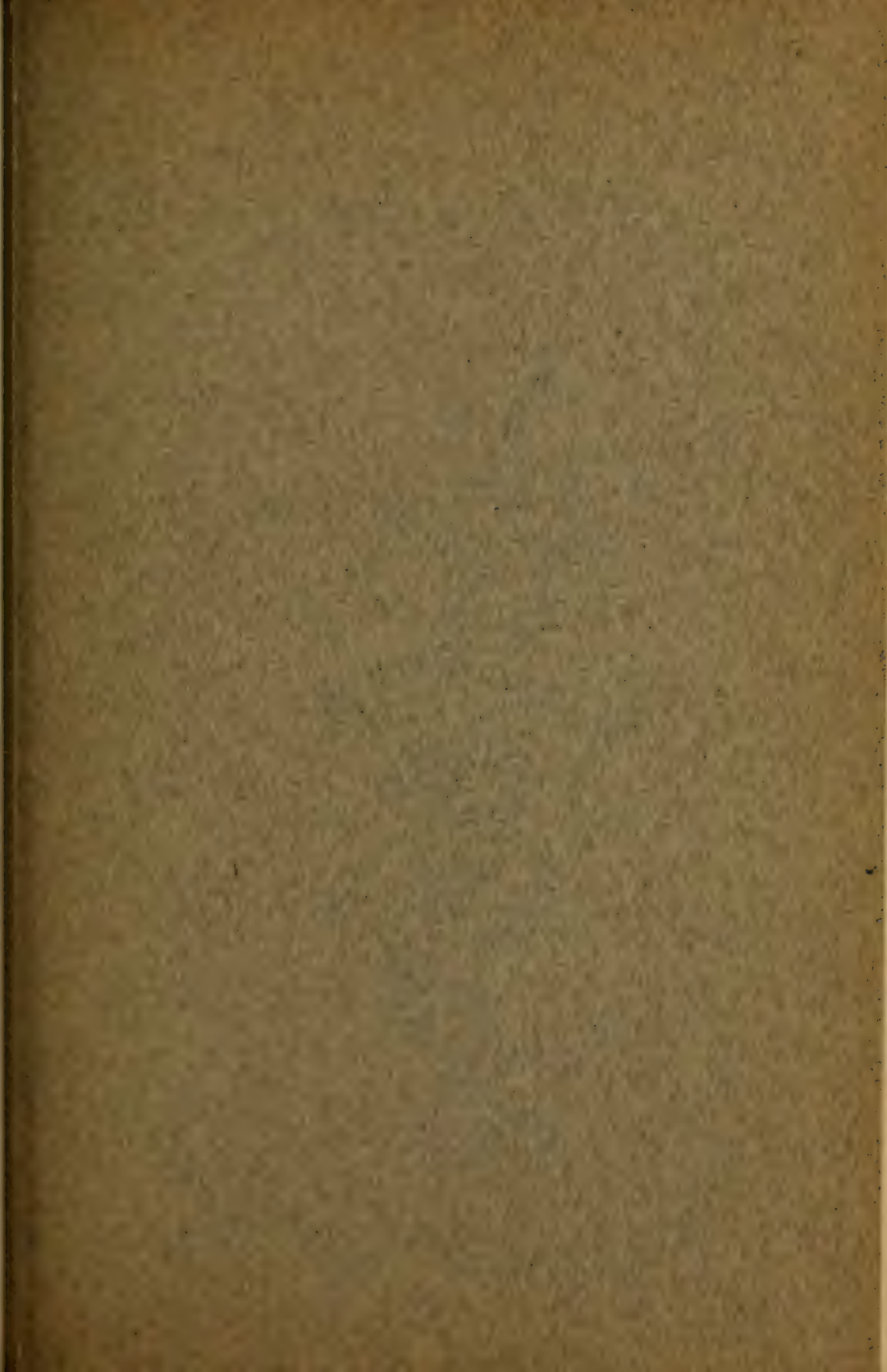
§ 10. Subject to the provisions and restrictions contained in the resolution of the American Museum of Natural History, adopting rules for the establishment of the said fund, and for the administration and disbursement thereof, four members of such Board shall constitute a quorum for the transaction of its business.

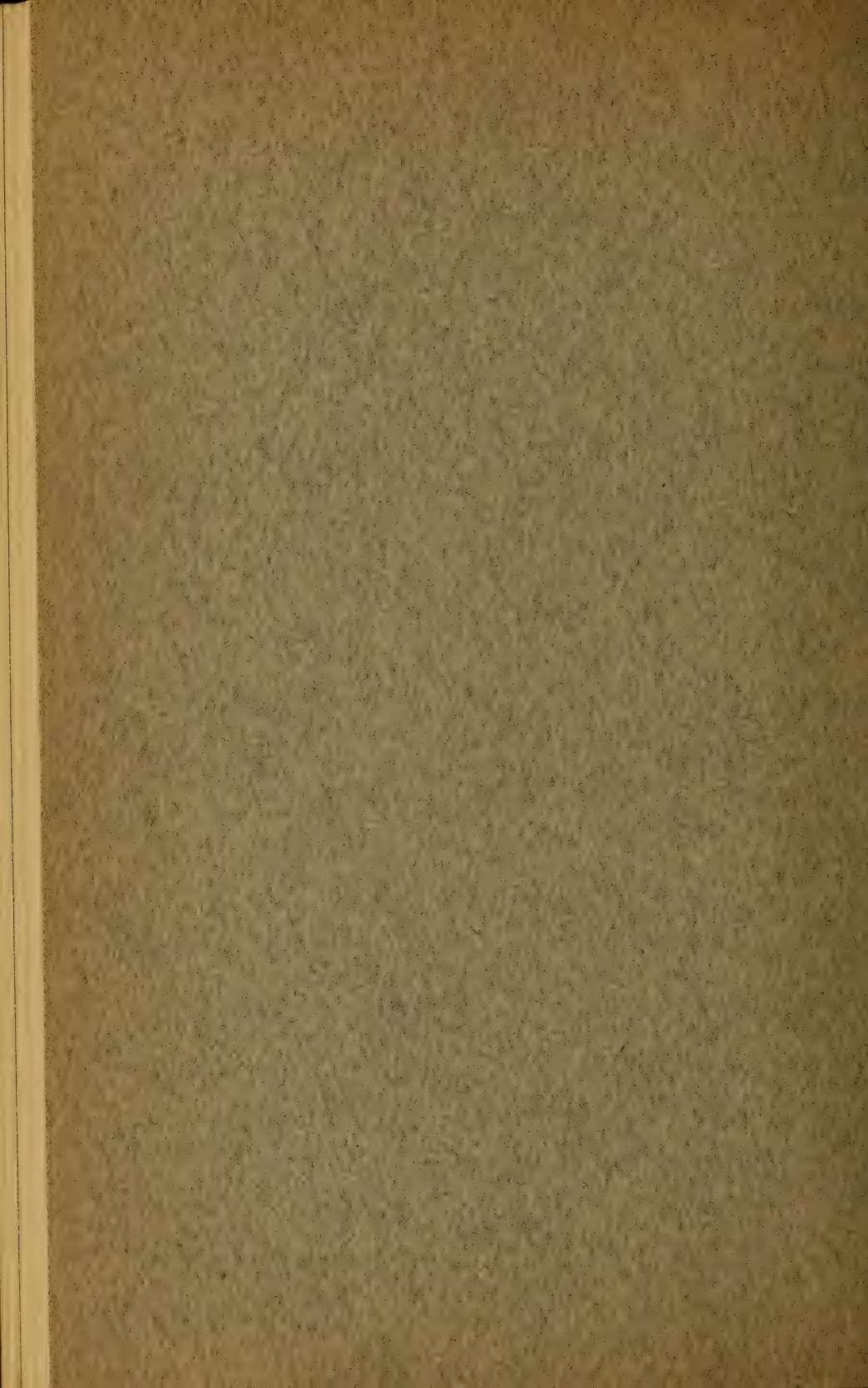
§ 11. No alterations shall be made in these By-Laws, unless at a regular meeting of the Pension Board, or at a special meeting called for this purpose; nor by the votes of less than a majority of all of the members of the Pension Board; nor without notice in writing of the proposed alterations, embodying the amendment proposed to be made, having been given at a previous meeting.

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THE AMERICAN MUSEUM
OF NATURAL HISTORY

The Museum and Nature Study
in the Public Schools

BY

HENRY FAIRFIELD OSBORN

President of the Board of Trustees

AND

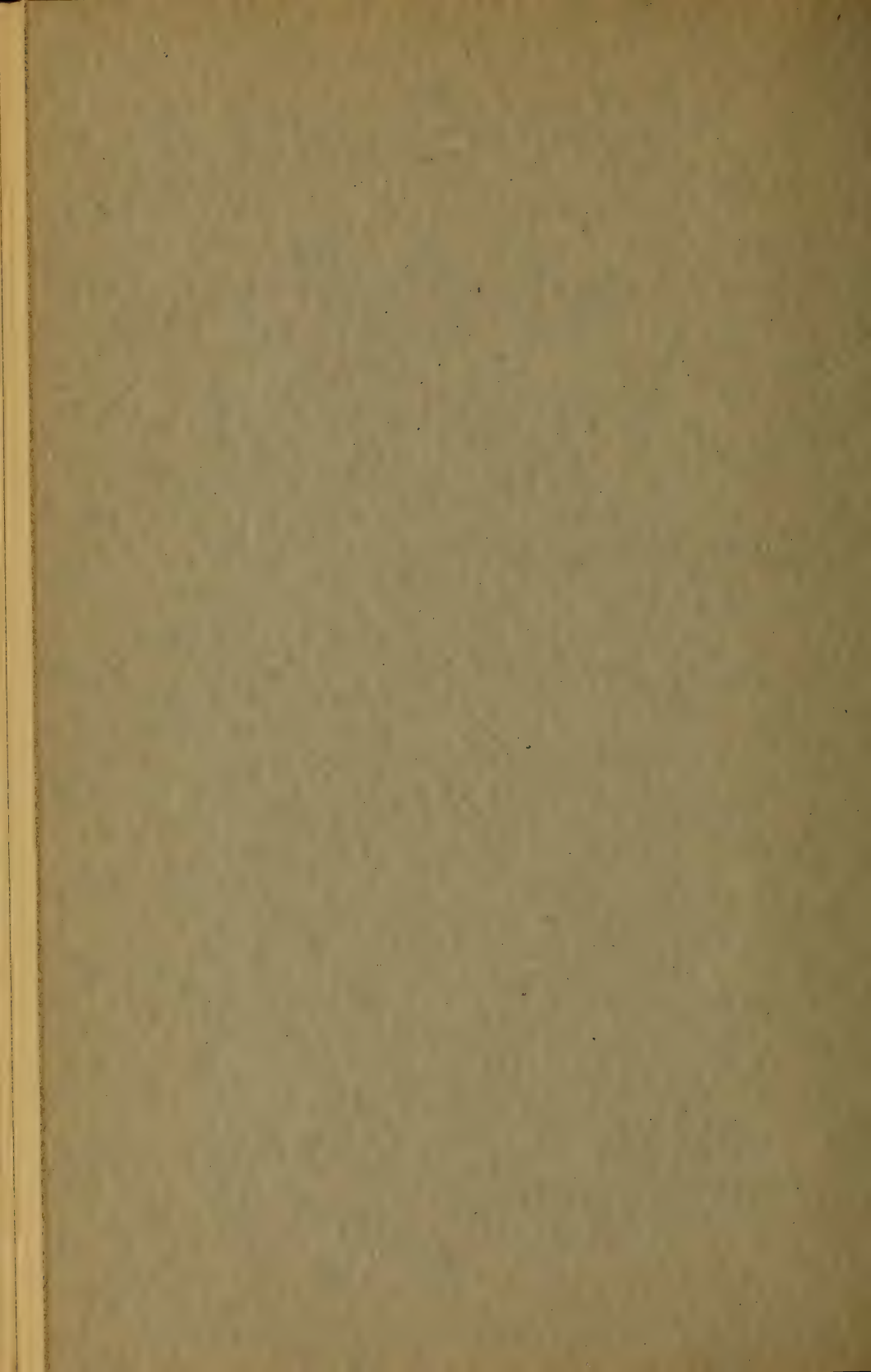
GEORGE H. SHERWOOD

Curator of the Department of Public Education

MISCELLANEOUS PUBLICATIONS OF THE AMERICAN MUSEUM OF NATURAL HISTORY, NO. 3

NEW YORK

1913



The Museum and Nature Study in the Public Schools

The Committee on Studies and Text-Books of the Board of Education has presented to the Board a report which recommends drastic changes in the course of study for the elementary schools. The most serious of these changes is the recommendation that Nature Study be dropped from the curriculum as a separate subject, and that it be taught partly in connection with the English work and partly with the geography work.

The attitude of the American Museum of Natural History on this question is set forth in a letter which Professor Henry Fairfield Osborn, President of the American Museum, sent to the Honorable Thomas W. Churchill, President of the Board of Education, on February 6, 1913, of which the following is an extract:

As President of the American Museum of Natural History, I am deeply interested in the subject of Nature Study in the Public Schools, and I trust, in connection with the changes which are now under consideration by your Board, that the great progress that has been made in our city in this important division of study will not be arrested through any reactionary advice or influence.

As a careful student of education during the last thirty-two years, and as a teacher in Princeton and Columbia Universities for thirty years, I have watched the development of nature study with great interest. It arose, as you know, largely from the influence of Agassiz in this country and of Huxley in England, and fills a place in the scheme of education which it is impossible to fill in any other way.

The Trustees of this institution for years have coöperated with the Board of Education, and a marked copy of the Preliminary Report which I have just made to the Trustees, together with a copy of our special educational number of the Report issued last

year, will give you an idea of the very rapidly increasing influence of the Museum and of nature study in the schools. The teachers whom I have observed here practically conducting their class work in our Museum halls are intelligent in their methods and very enthusiastic in the guidance of children of all ages. Step by step a great system of coöperation has been built up between the regular course work in the schools and the visual instruction in the Museum, until the City of New York now affords the most brilliant example in the world of extension to the school system of all the resources of a great museum.

The Board of Education of Chicago has recently visited the Museum with a view to the introduction in that city of some of our methods. Mr. Norman W. Harris, of Chicago, has given \$250,000 to carry this plan into effect.

The Imperial German Commission, which visited this city last spring, informed me that the nature study system of coöperation between the Museum and the schools was, it believed, the most complete in existence, considering the very large scale of the work carried on.

The text-books which have recently been prepared by nature study teachers in the city have taken full advantage also of the resources of both the American and Brooklyn Museums. They are models of their kind.

The greatest pleasure which I derive from my arduous life in the administration of the Museum is watching the vast and increasing number of school children, with and without their teachers, who visit the institution for inspiration and whose serious study and observation of the various objects are very noticeable. The influence upon the life of these pupils is incalculable. The lessons also regarding health and the fundamental principles of biology, which are taught in such volumes as Peabody's *Elementary Biology—Animal and Human*, recently issued by him at the Morris High School, are invaluable.

The Trustees of the American Museum invite the coöperation of the Board of Education and will welcome any improvement in the present system which may be found practical.

We have just added to our Public Educational Staff Mr. G. Clyde Fisher, a graduate of Johns Hopkins, with a view to still more active coöperation with the nature study system of the schools. Our Curator of Public Education, Mr. George H. Sherwood, was trained in the public schools of Providence, before coming to his present position.

It is absolutely essential that nature study should be objective and not from books—in fact, this is the distinctive value of nature study. Our circulating museums, which now reach over one million pupils, are designed to carry as many objects as possible to the schools. The children who come here are also given opportunities of direct objective study on a larger scale.

At a public hearing of the Committee on Studies and Text-Books on February 18, 1913, Mr. George H. Sherwood, Curator of the Department of Public Education, represented the American Museum and made the following statement of the relations of the Museum to the educational system of the City and its active participation in the Nature Study work:

The American Museum of Natural History has been from its beginning—thirty-four years ago—a strong advocate of Nature Study, and, with the introduction of this subject in the curriculum of the city schools, has placed selections from its wealth of material at the disposal of the teachers.

One of the chief defects in the present course of nature study in the New York public schools is the lack of provision for supplying the teachers with all the necessary material called for in the Syllabus.* The "Syllabus" refers to a veritable host of specimens, but these can be obtained only at the expenditure of great energy and ingenuity on the part of the teachers. It is no wonder, then, that when nature study was introduced into the schools, many of the teachers appealed to the Museum, and in this emergency the Museum came forward and offered its assistance.

With the approval of your superintendents, we have developed a system of circulating natural history

* Course of Study and Syllabuses in Geography, Nature Study and Elementary Science for the Elementary Schools of the City of New York, 1908.

collections which are designed to place in the hands of the teachers specimens called for in the syllabus of nature study.

The work began in 1903 with ten small cases of birds; to-day more than five hundred cabinets, including birds, insects, minerals and woods, are in use in the schools. Without expense to the Board of Education this material is sent to the very city limits—to City Island on the north; to Canarsie and Coney Island on the east and south, and to remote districts in Staten Island.

The first year, 1903, only a few thousand children studied the collections; last year more than a million were reached. The first year fewer than a hundred schools were supplied; to-day there are nearly five hundred on our list.

The Trustees devote from \$10,000 to \$15,000 a year of their funds to this work and are prepared to further extend it.

As already stated, the work is carried on without expense to the Board of Education and is quite outside of any obligation imposed on the Museum by its contract with the City, but the Trustees believe that the primary function of the Museum is educational and are very glad to coöperate with the public school system in this way.

As to the practical results of this nature study, the principals and teachers are far better qualified to judge than are we, but we do see the results in increasing attendance at the Museum; in the large numbers of children that may be seen almost daily in the exhibition halls; and in the return of these children, with their parents, on holidays and Sundays.

We are firm believers in nature study. It stimulates the imagination; it exercises all the special senses—hearing, taste, sight, smell and touch; it is especially suited to developing independent judgment, the correctness of which can be tested. In all instruction from books, the child is dependent upon the authority of others. Nature study develops in the child a keen sympathy for all living things; and, most important of all, there is no subject so well suited to training the powers of accurate observation.

For this purpose alone we feel that nature study is well worth while.

It may be that the present course of nature study needs simplification—perhaps radical revision—but to drop the subject entirely from the curriculum would be distinctly a retrogressive step.

A resumé of the educational work of the Museum for the year 1912 is presented in the following extracts from the sixth Annual Report of President Osborn to the Board of Trustees:

Although the location of the Museum is still far from the center of population, the attendance for the year was 846,963, an increase of 122,822 over the figures for 1911. The general lectures were attended by 80,249 persons; the children's lectures and opportunities for special study attracted 49,872; while the circulating collections, which are sent out daily from our doors, reached 1,275,890 school children, the largest number yet recorded. This system of circulating collections has been extended to some of the schools of New Jersey. It is also interesting to note that the colleges and universities of the country are making increasing use of our exhibition halls for purposes of instruction, professors and students from the colleges of New England and the Middle States making special journeys to the Museum for this purpose.

The total number reached by the Museum's Extension System is shown by the following statistics:

	1905	1906	1907	1908	1909	1910	1911	1912
Board of Education Lectures...	42,212	45,000	35,068	43,386	28,402	43,549	40,067	52,855
Lectures to School Children and Children's Room.....	35,000	17,187	29,688	28,361	27,524	15,610	29,935	39,624
Classes visiting the Museum for General Study..	11,000	6,813	7,795	10,818	8,712	9,284	9,444	10,248
Meetings of Scientific Societies and other Meetings and Lectures.....	35,281	6,867	11,784	15,587	27,369	15,712	18,649	28,384
General attendance for all purposes.....	565,489	476,133	537,894	1,043,582	839,141	613,152	724,141	846,963
Number of Pupils reached by Circulating Collections.....	375,000	800,000	725,000	575,801	922,512	830,089	1,253,435	1,275,890
	940,489	1,276,133	1,262,894	1,719,383	1,761,653	1,452,241	1,977,576	2,122,853

The activities of the Museum's Department of Public Education for the year 1912 are set forth in the following report of the Curator:

DEPARTMENT OF PUBLIC EDUCATION.—It is the chief function of the Department of Public Education to assimilate the scientific data collected by other departments and present these facts in such a way that teachers can readily make use of them and children can easily understand them. By this means, we attempt to arouse in children and adults a keener interest in nature and outdoor life. The activities of the department during the year have been devoted to the improvement of present methods rather than to the development of new.

As in the past the principal means of contact between the Museum and the schools have been the circulating collections and the lectures, but certain special features have aided in strengthening the relations existing between the Museum and the educational system of the City. Of these special features, mention should be made of "Burroughs Day," the Third Annual Teachers' Day, and representation before the Committee on School Inquiry of the Board of Estimate and Apportionment.

On April 10, in celebration of the seventy-fifth birthday of John Burroughs, more than 300 pupils from the lower east side, members of the Burroughs Clubs of Public Schools Nos. 15 and 188, assembled at the Museum and under the direction of Miss Margaret Knox and Miss Ellen Phillips presented an original play which had for its theme the love of nature as revealed in Mr. Burroughs's writings. Mr. Burroughs was present as the guest of honor, and was greatly pleased by this tribute from the children, the majority of whom were of foreign parentage.

In pursuance of the plan adopted two years ago, the Annual Teachers' Day was held at the Museum on November 16. Brief addresses were made by Director Lucas, Dr. Gustave Straubenmüller and the Curator, which were followed by an illustrated lecture by Vilhjalmr Stefansson, "Among the Eskimo of Coronation Gulf and Vicinity." The programs of previous years had presented material and information regarding the

work in the Museum and its relation to the schools. The particular theme of this year's program was the relation of the Museum's explorations to the work of teachers, this being concretely illustrated by Mr. Stefansson's discoveries in the North. There were about 700 teachers present and many expressed themselves as having spent a profitable and enjoyable afternoon at the Museum.

On May 17, the Curator represented the Museum at a meeting of the Committee on School Inquiry of the Board of Estimate and Apportionment, of which John Purroy Mitchel, President of the Board of Aldermen, is Chairman. The purpose of the meeting was to discuss the coördination of the various agencies in the City which were prepared to coöperate with the public educational system. The Curator outlined briefly the relation of the Museum to the schools.

The department was represented at the meetings of the British Museums Association, held in Dublin in July, by Director Lucas, who presented a paper on the educational work of the Museum.

The educational methods of the Museum continue to receive attention from educators at home and abroad. In April the Imperial German Commission visited the Museum for the express purpose of studying our methods, and more recently Mrs. Ella Flagg Young, Superintendent of Schools of Chicago, and a Committee from the Chicago Board of Education made a critical examination of the work of the department with a view to introducing similar methods in the Chicago schools.

MUSEUM EXTENSION TO THE SCHOOLS AND LIBRARIES.—It is probable that no branch of the department's work is more practical or exerts a wider influence than the circulating collections. Through them, nature study material is placed in the hands of the teachers in the class rooms, and many thousands of pupils come in direct contact with it. The collections contain material referred to in the syllabus of nature study, and were originally prepared with such care that very little modification has been required. To the thirteen sets previously in use have been added the Public Health Folio

which was prepared with the assistance and under the supervision of C.-E. A. Winslow, Curator of Public Health. The folio consists of a series of fifteen photographic enlargements illustrating the spread of disease and its prevention. Twelve of these folios, each accompanied by an explanatory guide, have been added to the circulating collections, and are much appreciated, especially by the high school teachers. Two additional public health folios are being prepared under the supervision of Professor Winslow, and will be issued in 1913.

The distribution of the regular circulating collections to the schools has progressed as usual, and has required the services of two messengers. During the year, 491 schools have been on our list, as follows:

Manhattan	169	Richmond.....	21
Brooklyn.....	153	Corporate Schools.....	21
Queens.....	48	Catholic Schools	4
Bronx.....	49	High Schools and Colleges.	26

STATISTICS RELATING TO THE CIRCULATING COLLECTIONS

	1906	1907	1908	1909	1910	1911	1912
Number of Collections in use.....	435	450	484	435	390	512	537
Number of Schools of Greater New York supplied....	300	325	383	419	334	486	491
Number of Pupils studying the Collections	800,000	725,000	575,801	922,512	839,089	1,253,435	1,275,890

The total number of pupils reached is 1,275,890, a larger number than in any previous year.

Fifty collections were rented to the Newark schools and were studied by 35,821 pupils, and in a few cases the collections have been loaned to other outside institutions.

Upon request of Miss Annie Carroll Moore, the Supervisor of Children's Rooms of the New York Public Libraries, the department has continued to supply various branch libraries of the city with ethnological collections illustrating the culture of the Indians, Chinese, Japanese, Koreans and Africans.

LECTURES TO SCHOOL CHILDREN.—Regular courses of lectures to school children have been given during the year. The new feature of the spring course was the introduction of moving picture films which added much to the interest of the children. For the most part these lectures were delivered by members of the Museum staff, but two very interesting talks on African travel were given by Carl E. Akeley, and one industrial lecture was given by Robert G. Weyh. We desire to acknowledge with thanks the services of these gentlemen. We also wish to express our thanks to the Canadian Pacific Railway Co., The Union Pacific Railroad Co., the Department of Street Cleaning of the City of New York, and the Shredded Wheat Co., for their courtesy in generously allowing us to use their lantern slides and moving picture films in our lectures on industries.

The experiences of the past two years indicated the desirability of a change in the schedule of lectures. In the past, the regular course consisted of nine lectures, each of which was given twice. In the fall series of this year, the eighteen lectures were divided into groups of six and not repeated. The first group was on American history and geography and was given on Mondays; the second was devoted to the geography of the world and occurred on Wednesdays; the Friday series treated of great American industries. Through consultation with teachers, these lectures were more closely correlated with the regular class-room work in these subjects. An increase in the attendance and many favorable comments from the teachers indicated the advisability of the change. In connection with this course and in coöperation with the department, the New York Public Library prepared and issued lists of books for the use of children. These lists were distributed at the Museum and the children were informed that they would find the books referred to in the children's libraries. The arrangements for these lectures were entrusted to Mrs. Roesler and Miss Wilds, and success is due in no small degree to their efficient work.

The attendance at the spring course was 15,328; at the fall course, 16,601, a total of 31,929. This is 9,132 more than attended similar lectures in 1911. Many of the lectures were

so popular that the applications for seats were greatly in excess of the capacity of the auditorium, and in a few instances lectures were repeated in order to relieve the disappointment of teachers and children.

In addition to these regular lectures, many special lectures were given to classes from the elementary and high schools. Increasing numbers of teachers have used the lantern slides and class rooms, and it is a common occurrence to see pupils busily studying the bird groups or insects with notebook and pencil. The number utilizing the Museum in this way is registered as 10,248.

The increase in the attendance at the children's lectures is gratifying, but in this connection new difficulties of transportation have been brought to light. The fact that the journey to the Museum makes many of the pupils car-sick, so unused are they to travel, the severe tax on the energy of the teachers and the cost of transportation have raised the question of arranging for lectures at school centers. While this cannot be done at present, owing to the many demands already made on our staff, the desirability of such a plan is apparent.

Through the generosity of Henry Phipps, there was placed at the disposal of the department a fund with which to pay the car fare of children who otherwise could not afford a trip to the Museum. This money has been expended in the interests of the crippled children and the special classes in the public schools. On December 16, 366 crippled children were brought to the Museum and listened with genuine interest to African jungle stories told by Carl E. Akeley. These were illustrated by lantern slides and motion pictures and the children thoroughly enjoyed them. This large number of children, many of whom could not even walk, were transported from the schools to the Museum and returned to their homes without accident.

The second lecture was for the special classes of Districts Nos. 10 and 11, which cover part of the congested portion of the lower west side. These classes are composed of children, chiefly of foreign parentage, who have not received sufficient education to secure "working papers" and who cannot afford

even car fare for a trip to the Museum; 618 of these children listened to a lecture by Mrs. Roesler on "The Great Industries and Natural Wonders of our Country." This was fully illustrated with motion pictures.

We wish to express our heartiest thanks to Mr. Phipps for this gift which enabled us to give so much pleasure to these children.

GENERAL LECTURES.—The general lectures have been more varied than usual and have attracted much attention. They have included a spring and a fall course for Members on Thursday evenings, the regular series under the auspices of the Board of Education, free lectures on public holidays, special lectures under the auspices of the New York Academy of Sciences and Affiliated Societies, lectures in conjunction with the American Scenic and Historic Preservation Society and a special course of lectures for Members on the Antiquity of Man.

So great was the popularity of Paul J. Rainey's lecture on lion hunting in the spring Members' Course that four thousand people had to be turned away. Later this lecture was repeated twice in the same evening by Carl E. Akeley for the benefit of Members.

On account of the widespread interest in the origin of man and the recent discovery of prehistoric remains, a special course of lectures was arranged on the Antiquity of Man. These lectures were designed to present a popular epitome of the present knowledge of this subject. The course was opened by President Osborn and proved of great public interest.

CHILDREN'S ROOM.—The Children's Room was open regularly on Wednesdays and Saturdays during the spring and early summer. The attendance for the period was 1,105. The room has been closed since July owing to necessary changes that were being made and from the fact that the instructor's time has been occupied with other duties in the department.

WORK FOR THE BLIND.—Through the Jonathan Thorne Memorial Fund we have been able again to extend special

privileges to the blind. Special lectures have been arranged for children and adults, and collections adapted for their use have been placed at their disposal. Particular attention has been given to systematizing the work for the blind. These people have shown great timidity about coming to the Museum, which in a measure explains the small attendance; but progress has been made in overcoming this difficulty. Spring and fall courses of talks on zoölogy and anthropology were given by Mrs. Roesler and Miss Wilds to the blind pupils of the public schools and similar courses for adults from the institutions for the blind. These were fully illustrated with specimens which could be handled. The attendance of pupils was 154; of adults 70. The work with the blind has been very interesting and has seemed to be a real source of pleasure to the people reached. They have been very attentive to the talks, eager for information and reluctant to have the story hour over.

A part of the income of the Jonathan Thorne Memorial Fund has been expended in paying the transportation of the blind to the Museum and for the preparation of small models to be sent to the blind pupils in the public schools, and we have 10 giraffes, 10 camels and 10 hippopotamuses ready for use; 12 relief maps of the world are nearly finished.

Collections of Indian, Eskimo and Japanese material have been sent to the classes for the blind in the public schools of Newark and Jersey City.

PHOTOGRAPHY AND CATALOGING.—The more successful the Museum expeditions, the greater is the burden placed on the division of photography. Especially during the past year when the scope and success of the expeditions have been great, the tax on this department has been unusually severe. Remarkable progress has been made in the routine photographic work, which has been carried on by one man unassisted. The photographer has displayed great ingenuity and efficiency in mastering the many difficulties involved in the special photographic work necessary in connection with the preparation of backgrounds for groups.

During the year the photographer has made 4,857 prints, 1,760 slides, 955 negatives, 339 enlargements and 33 trans-

parencies, but large as these numbers are, they are no indication of the labor involved in producing the results desired.

Through the faithful and efficient work of Miss Muenchehofe, the reference file of photographs grows apace. This file now numbers 29,848 prints. The file of negatives numbers 23,881.

It has been stated repeatedly that the Museum possesses a collection of 35,000 lantern slides, but it has never been possible to make the fullest use of this valuable material since it is uncatalogued. A beginning has now been made on this important work. A new system of filing based on the Dewey Decimal System is being developed, which when completed will enable one to locate quickly slides on any subject desired. Nearly 2,000 slides have already been arranged in this file.

ACCESSIONS.—The principal accessions for the year are a collection of about 150 birds' skins from Miss Evelyn Purdie and a collection of minerals, rocks, shells and birds' eggs from Clinton G. Abbott. Gifts from Charles Bohem, Mrs. H. S. Dewey, Miss Annie Miller and Arthur E. Krause have helped in beautifying the Children's Room. G. Seymour Willson kindly loaned us a set of negatives of gold mining in South America from which prints were made.



FIRST REPORT
OF THE
PENSION BOARD
OF
THE AMERICAN MUSEUM
OF NATURAL HISTORY

MARCH 1 TO DECEMBER 31, 1913

MISCELLANEOUS PUBLICATIONS OF THE
AMERICAN MUSEUM OF NATURAL HISTORY, No. 4

NEW YORK
1914

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First Report

To the President and Trustees of The American Museum of Natural History and to the Subscribers to the Pension Fund:

The Pension Board takes pleasure in submitting for your consideration its report for the fiscal year ending December thirty-first.

It has been thought advisable to preface the report of the Pension Board by briefly recording the preliminary work which led to the enactment by the Trustees of the present Rules and Regulations establishing a Pension Fund for the American Museum of Natural History.

Several years before the adoption of the present Pension System, the necessity of such or similar provisions for a retirement plan had been suggested by President Osborn and had so appealed to the Board of Trustees that a committee was appointed to make investigations tending to the incorporation in the rules of the Museum of some equitable retirement scheme. For various reasons there were no immediate results so far as the formation of a practical system was concerned, but the investigations of the committee proved so conclusively to the Board of Trustees that a method of retirement was essential to the best interests of the Corporation that Mr. Archer M. Huntington, after listening to the report of the committee, generously donated \$1,000 as the nucleus of a fund, to be used for such purpose upon the acceptance by the Trustees of a practical plan. Upon the date of the enactment of these Rules and Regulations, this fund became available as the capital account.

In the early part of 1912, President Osborn appointed a committee of five employees to investigate the pension plans of various companies and corporations and to report

as to the feasibility of adopting a system in this institution. This committee made its report and was requested to submit such a plan as it deemed would meet the requirements of all classes of employees.

A sub-committee of the Trustees was then appointed to coöperate with the employees' committee. This joint committee was requested to formulate a system embodying the best features of the work of the employees' committee, and to present, if possible, a broader scheme, which would be equally substantial in all its provisions, of undoubted resources, and carry with it the assurance of its ability to meet all prospective liabilities, such a one as would protect the employee while engaged in the service by some form of insurance and which would guarantee a visible, sufficient and effective source of income to those who, after long, faithful and efficient years of service, become superannuated.

The services of Mr. S. H. Wolfe, an actuary, who has specialized in work of this character, were provided for through the generosity of one of the Trustees, and Mr. Lewis L. Delafield, an eminent lawyer of this city, contributed his valuable time and consideration to the legal phases of the plan and finally drafted the same in its present legal terminology.

It is believed that this is the first pension plan to be adopted by an educational institution of this character. In its scope it affords generous protection to the employee and those dependent upon him, debarring all traces of paternalism, working under a broad coöperative scheme and eliminating the dependent and charitable characteristics of non-contributory systems.

It is our belief that the incorporation of this system, as an integral part of the wise administrative working plans of this institution, will attract persons of superior character, ability and industry to Museum employment, by assuring them of their retention in the service as long as they continue efficient, and will conduce harmony and cheerfulness among them.

Certainly the employee working under the protection of a pension system will render better service, and the Trustees have the sense of satisfaction that they have provided a plan by which they are relieved of all embarrassment of carrying on their pay-rolls a superannuated employee.

That the employees themselves believe the plan a meritorious one and are appreciative of the efforts made to provide for their future are best evidenced by their practically unanimous participation in the plan.

The Pension Board, as authorized by the Rules and Regulations adopted February third, 1913, consists of seven members, four of whom are members of the Board of Trustees, and three of whom are employees of the Corporation.

Soon after their appointment, the members constituting the Board met, duly organized and adopted By-Laws preparatory to the practical operation of the system, which for convenience of reference have been made a part of this report.

Shortly after organizing, the Pension Board caused copies of the Rules and Regulations, together with application forms, to be distributed among the employees, and the Director certified that 254 employees were permanently engaged in the service; of this number 12 were found to be under age requirements, leaving 242 eligible to become subscribers.

The Rules provide that an optional period of sixty days be given to those employees who were in the service prior to their date of enactment, and it is of interest to note that, of the total number (242) eligible, only twelve failed to become subscribing members.

Of this latter number one was and still is in the field and has probably not received his notifications, but for whom the Board has made provision; three had under consideration the acceptance of other positions, and the remainder did not feel that the plan was advantageous to their individual cases, or felt that the rate assessed was prohibitive and would impose a hardship.

An examination of the records shows the status of membership:

Number of permanent employees March 1, 1913...	254
“ “ employees under age.....	12
“ “ “ refusing to join.....	12 24
“ “ subscribers	230
“ “ new employees since March 1, 1913....	7
“ “ employees arriving at eligible age who joined	2
“ “ “ reinstated	1 10
	240
“ “ “ who resigned or were dis- missed	24
Membership December 31, 1913.....	216

In the compilation of data necessary to determine the rate of assessment, many interesting figures were produced and below we submit (1) a table giving the ages of employees which the actuary used in formulating his report and in determining the rate of contribution and (2) the period of service of the corresponding employees.

(1)*

No. of employees between the ages of 16 yrs. and 21 yrs.	13
“ “ “ “ “ “ “ 21 “ “ 25 “	20
“ “ “ “ “ “ “ 25 “ “ 30 “	29
“ “ “ “ “ “ “ 30 “ “ 35 “	33
“ “ “ “ “ “ “ 35 “ “ 40 “	39
“ “ “ “ “ “ “ 40 “ “ 45 “	27
“ “ “ “ “ “ “ 45 “ “ 50 “	21
“ “ “ “ “ “ “ 50 “ “ 55 “	18
“ “ “ “ “ “ “ 55 “ “ 60 “	16
“ “ “ “ “ “ “ 60 “ “ 65 “	15
“ “ “ “ “ “ “ 65 “ “ 70 “	2
“ “ “ “ “ “ “ 70 “ “ 75 “	2
“ “ “ “ “ “ “ 75 “ “ 80 “	1

(2)

No.	of	employees	in	service	30	years	or	longer	1
"	"	"	"	"	25	"	"	"	2
"	"	"	"	"	20	"	"	"	5
"	"	"	"	"	15	"	"	"	18
"	"	"	"	"	10	"	"	"	40
"	"	"	"	"	5	"	"	"	52
"	"	"	"	"	1	"	"	"	114
"	"	"	"	"	under 1 year			"	4

*Based upon pay-roll of February, 1912

Necessarily in the preparation of a system equitable to all classes of employees engaged in the detailed work of the Museum, from attendants to those engaged in scientific research, great care in adjusting equitable forms of payment was required. Few changes, however, have been made from the original plan, and those that have been are in the favor of the participants.

This Board has recommended and the Trustees have adopted amendments granting to subscribers the right of specifically designating their beneficiary.

Several cases determining the rights of certain classes of employees to become subscribers have been adjusted and the basis of salary upon which others were to contribute has been arranged, and it is thought that all doubtful interpretations of any provisions have been clarified.

In few plans coming within our notice have there been such generous provisions granted to subscribers as are provided in the present plan. The rate of assessment is low and the retroactive features are most liberal in their application.

It is a further pleasure to report that no applications for retirement have been filed nor have we experienced the loss of an employee by death or accident. The fund is rapidly increasing, and the accumulated surplus, over and

above that which is required as a working fund or of that held in the event of immediate requirement in extreme cases, has been invested, at a good rate of interest.

Respectfully submitted,

Felix M. Warburg,

February 11, 1914.

Chairman.

BY-LAWS OF THE PENSION BOARD

OF THE

American Museum of Natural History

SECTION 1. Regular meetings of the Pension Board shall be held at a place in the Borough of Manhattan, City of New York, to be designated by the Chairman or Vice-Chairman of the Board, of which the members shall be notified in writing by the Secretary at least three days in advance of the meeting, on the second Wednesday of February, May and November of each year. Additional meetings may also be held upon the direction of the Chairman or Vice-Chairman, or of three members of the said Board at a time and place to be specified in the notice thereof, which upon such direction shall be given in writing by the Secretary to all of the members of such Board at least three days in advance of such meeting.

§ 2. There shall be a Chairman, Vice-Chairman and Secretary of the said Board, who shall be elected by the said Board at the meeting first succeeding the first day of February in each year, and who shall hold office for one year and until their successors shall be appointed.

§ 3. The duties of such officers respectively, in addition to those hereinafter specified, shall be such as are appropriate to their respective offices. The Treasurer of the American Museum of Natural History shall be ex-officio the Treasurer of said Pension Board.

§ 4. It shall be the duty of the Secretary of the said Board to keep accurate records in writing of all that appertains to the business of the said Board.

§ 5. It shall be the duty of the Treasurer of the said Board to keep, or to cause to be kept, accurate accounts of all the receipts and disbursements of the Pension Fund, and of the financial transactions of the said Pension Board.

§ 6. The United States Trust Company of New York, as Assistant Treasurer of the Museum, shall be official custodian of all moneys belonging to the Pension Fund, which shall be kept in a separate account to be known as The American Museum of Natural History—Pension Fund Account, and shall make such disbursements therefrom as the Pension Board directs.

§ 7. The Bursar of the Museum, as a representative of the Treasurer, shall be the bursar of the Pension Fund. He shall keep the detailed accounts of the Fund in a manner approved by the Treasurer. He shall receive and receipt for all moneys coming to the Fund and shall make such disbursements as are authorized by the Pension Board.

§ 8. No disbursements from the Pension Fund, except emergency disbursements, shall be made except on vouchers signed in approval by the Secretary of the Pension Board and countersigned by the Chairman, Vice-Chairman or a duly designated representative of such officer.

§ 9. An emergency disbursement is the return of the contribution of a subscribing employee who is no longer in the service of the Corporation. The Bursar is authorized to return such contribution in accordance with the Rules and Regulations of the Pension Fund after he has been notified in writing by the Director that such employee's service has terminated. The receipted voucher for an emergency disbursement, after being approved by the Secretary of the Pension Board and countersigned by the Chairman thereof, shall be forwarded to the Assistant Treasurer, who shall affix an identification stamp and thereupon draw the necessary check against the Pension Fund Account for the amount of the voucher to the order of the Bursar, in reimbursement of the sum so advanced.

§ 10. Subject to the provisions and restrictions contained in the resolution of the American Museum of Natural History, adopting rules for the establishment of the said fund, and for the administration and disbursement thereof, four members of such Board shall constitute a quorum for the transaction of its business.

§ 11. No alterations shall be made in these By-Laws, unless at a regular meeting of the Pension Board, or at a special meeting called for this purpose; nor by the votes of less than a majority of all of the members of the Pension Board; nor without notice in writing of the proposed alterations, embodying the amendment proposed to be made, having been given at a previous meeting.

FINANCIAL STATEMENT
OF THE
PENSION FUND
1913

INVESTED FUNDS

SECURITIES..... \$5,000 00

PENSION FUND ACCOUNT

RECEIPTS

1913

CONTRIBUTIONS OF SUBSCRIBING EMPLOYEES:

DEDUCTIONS OF 3% FROM PAYROLLS OF :

CITY MAINTENANCE ACCOUNT...	\$4,100 14	
GENERAL ACCOUNT	1,980 21	
SPECIAL FUNDS ACCOUNT	26 58	
CORPORATE STOCK ACCOUNT....	98 06	
INCIDENTAL ACCOUNT.....	31 70	
CROCKER LAND EXPEDITION FUND ACCOUNT	25 94	\$6,262 63

PERSONAL CONTRIBUTIONS OF SUB- SCRIBING EMPLOYEES.....

203 09 \$6,465 72

CONTRIBUTIONS OF BOARD OF TRUSTEES, TO EQUAL CONTRIBU- TIONS OF SUBSCRIBING EMPLOYEES

6,465 72

ENDOWMENT FUND:

TRANSFERRED FROM PENSION FUND, SPECIAL FUNDS ACCOUNT.....

1,083 27

INTEREST ON CREDIT BALANCES:

EARNINGS TO DECEMBER 31, 1913...

115 09

\$14,129 80

Examined and { ADRIAN ISELIN, JR. } *Auditing*
Approved { ANSON W. HARD } *Committee*

PENSION FUND ACCOUNT

DISBURSEMENTS

1913

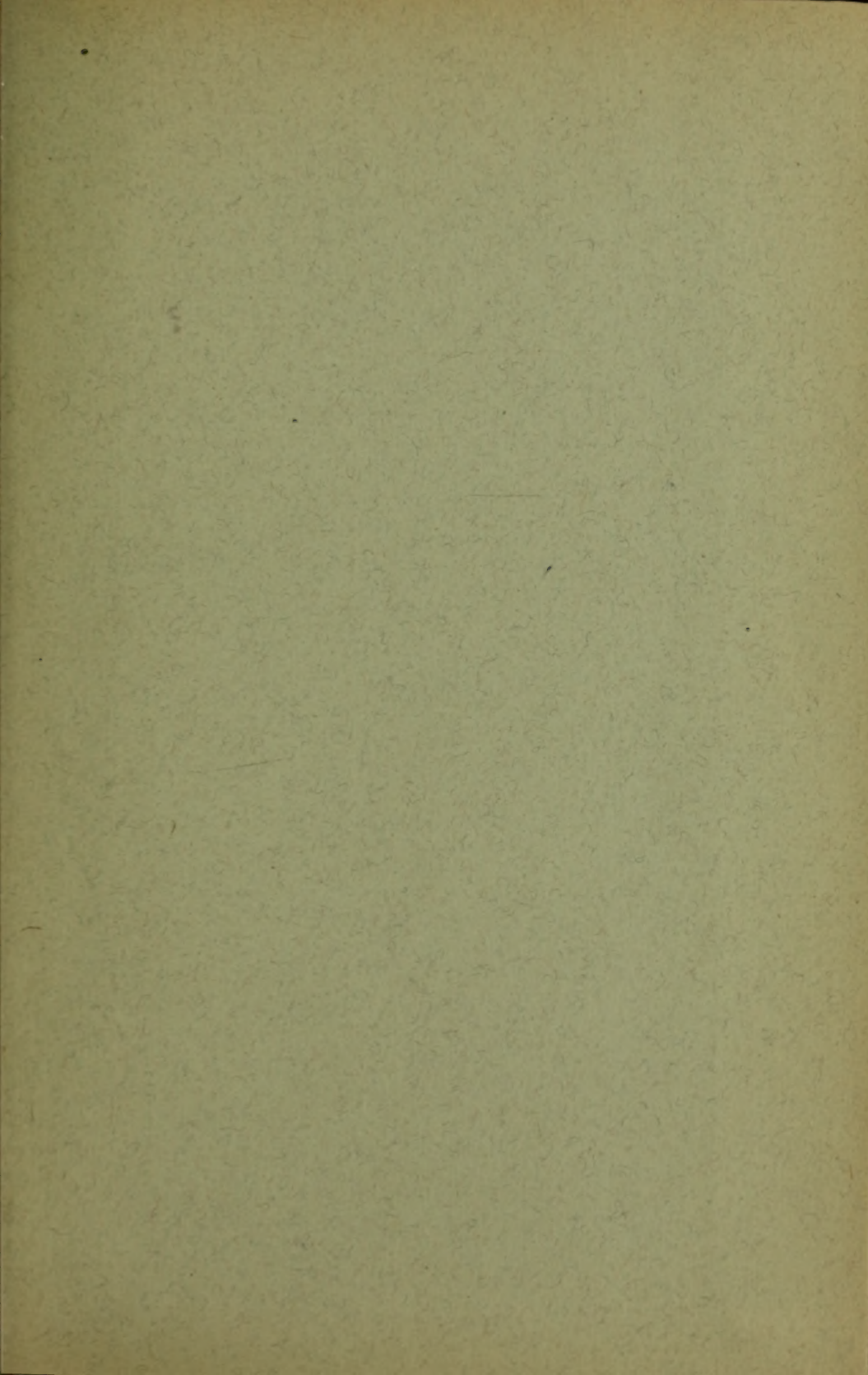
RETURN OF CONTRIBUTIONS.....	\$189 94	
INTEREST ON CONTRIBUTIONS RETURNED..	96	\$190 90
PURCHASE OF SECURITIES:		
ENDOWMENT FUND.....	1,083 27	
INVESTMENT FUND.....	3,747 08	4,830 35
CASH ON HAND DECEMBER 31, 1913:		
DEPOSITED WITH UNITED STATES TRUST COM- PANY OF NEW YORK.....	8,608 55	
DEPOSITED WITH COLONIAL BANK (BURSAR'S ACCOUNT).....	500 00	9,108 55

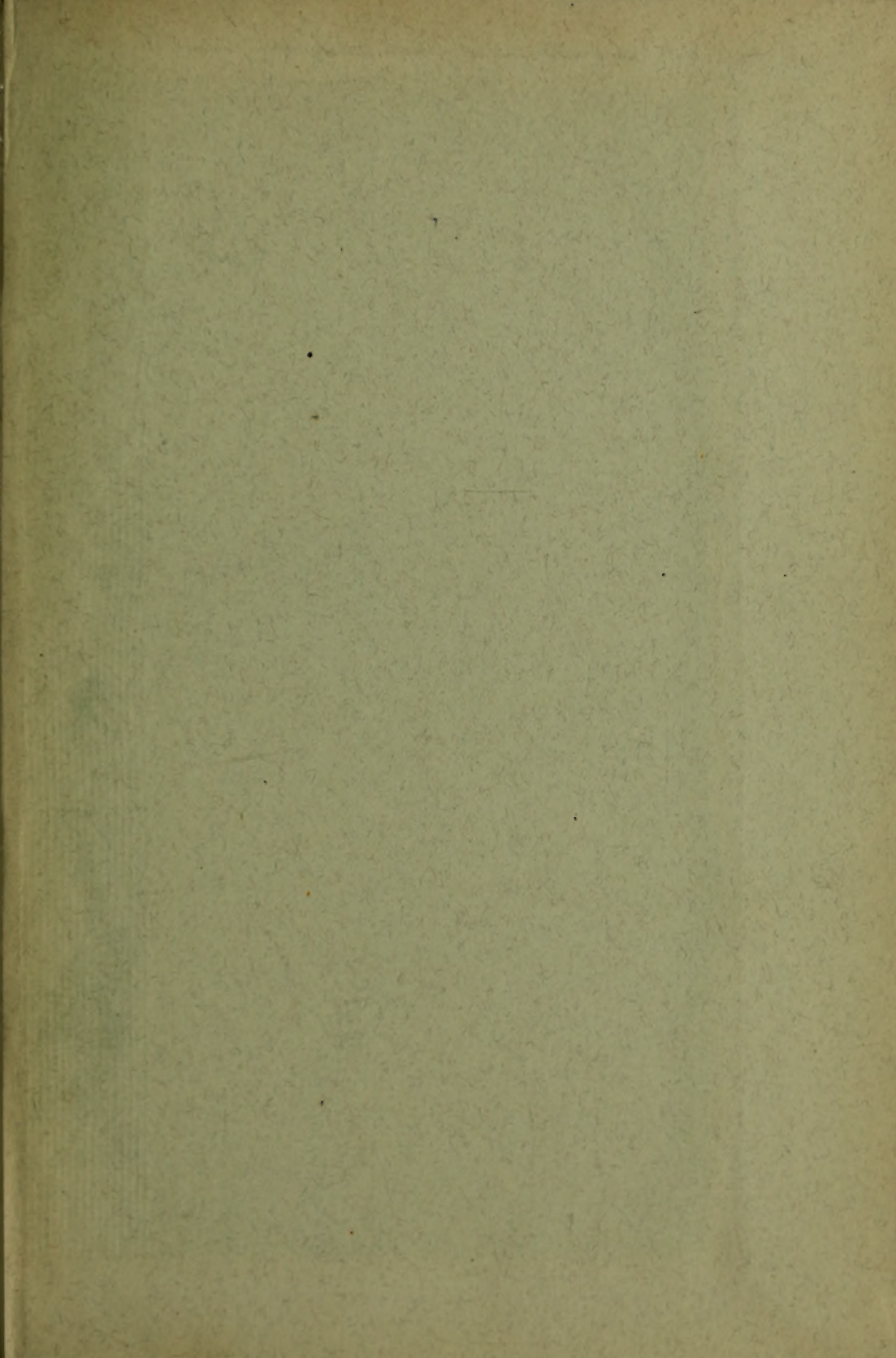
\$14,129 80

CHARLES LANIER, *Treasurer*

E. & O. E.

NEW YORK, *December 31, 1913*





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